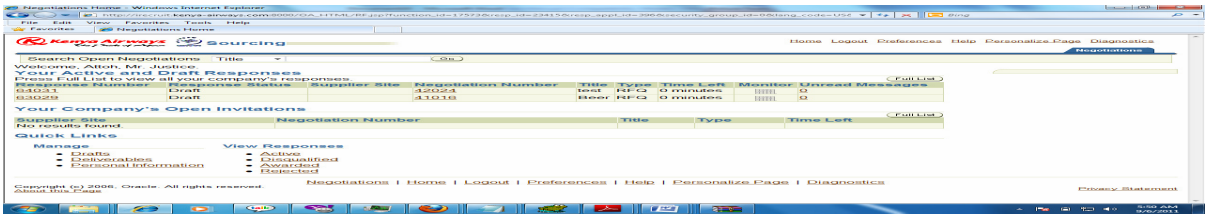


Sourcing Supplier Manual

Welcome to iSourcing!

Kenya Airways (KQ) has chosen to use the Oracle Sourcing module as part of its standard Business practice as it provides a consistent model / process for Tendering and contract execution, delivering significant internal & external efficiency gains, and supports the Strategic sourcing process.

This document will attempt to provide you with some general information about how to use Oracle Sourcing functionality to carry out the Tendering response Processes and also to navigate through the various screens in order for you to accomplish your tasks.

Registration

KQ will be responsible for registering the suppliers to enable their use of the iSourcing Portal. Prior to registration, each supplier will be asked to provide a contact name and phone number, as well as a "group" email address that can be used by iSourcing for notifications and other communication. The reason a group email address is required is to allow more than one person at your facility to have access to it and to allow you to control who at your facility has access to it – without KQ's involvement. This allows for full coverage of work, through vacations, position change, or any other instance that might otherwise leave work undone. It's also helpful to have an email address that is used only for Kenya Airways iSourcing communications.

When you are registered by KQ, you will receive a system-generated email from us indicating your username and password. This email will be sent to the "group" email address you provided to us. It will indicate your username (generally your email address) and a randomly generated initial password.

For Help

If you need help at any time, please don't hesitate to contact us!
For help on how to create bids, quotes, respond to negotiations, etc., please contact KQ or the corporate buyer. For system-related questions or problems,

please feel free call Duke Keana on (254) (0)73-5903356, or send an email to duke.keana@.kenya-airways.com.

Contents

Registration 2
For Help 2
General Navigation Tips 5
Logging In 5
The Home Page 6
User Preferences 7
Acknowledging Participation 7
Acknowledge using work list 8
Acknowledging Participation through Sourcing Home Page 10
Using Online Discussion 12
Reading the Message 14
Replying to the Message 14
Viewing Tender/RFQ Details - Header 15
Viewing Tender Details -Line 18
Viewing Tender Details – Terms 18
Creating Response/Quote 18
Creating Quotation header Details 20
Attaching the documents 21
Populating Tender line Details and adding Attachments 22
Viewing and Filling Attributes 23
Adding line level attachment 23
Reviewing and Submitting Response/Quotation 25
Viewing details of your Response / Quote 27
Viewing Active, Rejected, Awarded and Disqualified Response 29
Disqualified Response 32
Awarded 33
Rejected 34

General Navigation Tips

Regular Internet users should feel comfortable navigating through the various iSourcing screens. The functionality is not unlike what you might find on a typical web site.

Keep an eye out for vertical and horizontal scroll bars. In many cases, you will be able to scroll down and/or to the right to see additional information.

As a strong recommendation, avoid using the "Back" button on your browser toolbar. This is true for all Web-based transactional applications. In most cases, you will be able to navigate to the page you want by using the buttons on the screen rather than on the toolbar.

Logging In

You must use Internet Explorer to access iSourcing. To connect to the iSourcing Portal, enter the following URL on the Internet Explorer address line:

http://irecruit.kenya-airways.com:8000 ***(Note: you may want to create a shortcut for this URL for your desktop!)***

When you are connected, you will see this **Login** screen:

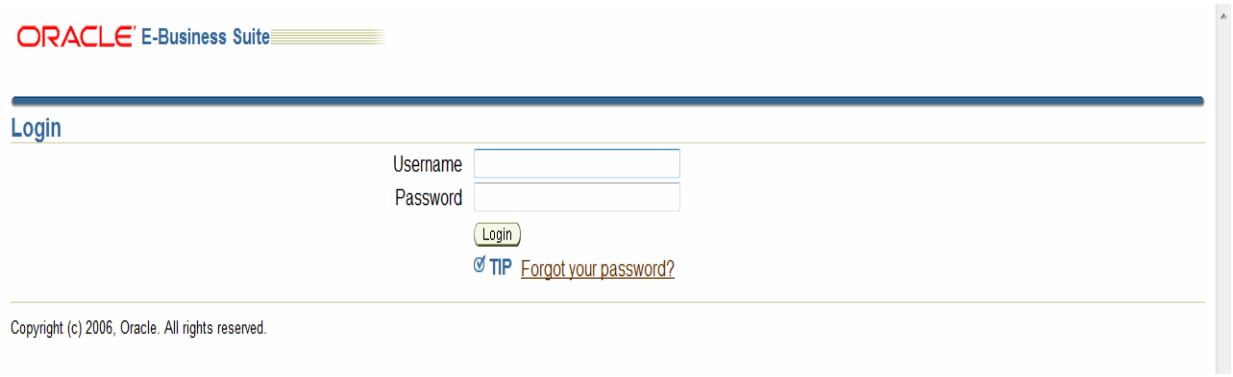


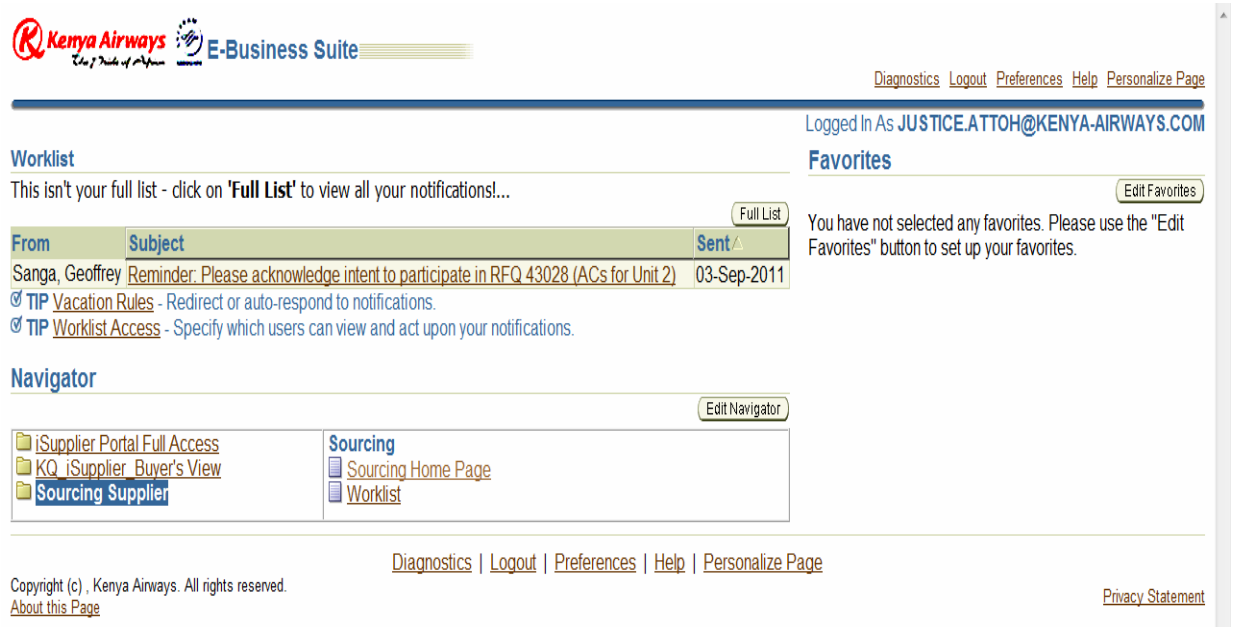
Figure 1

Enter your **Username** and **Password** and click on the **Login** button.

- *Note: The first time you log in, you will be prompted to change your password.* ***Make sure you remember the new password!***

The Home Page

When you are successfully logged into KQ iSourcing, the "Home" page below will appear. This page provides you with the following information and functions:


E-Business Suite
Diagnostics Logout Preferences Help Personalize Page
Logged In As JUSTICE.ATTOH@KENYA-AIRWAYS.COM
Worklist
This isn't your full list - click on 'Full List' to view all your notifications!...
Full List
From
Subject
Sent
Sanga, Geoffrey
Reminder: Please acknowledge intent to participate in RFQ 43028 (ACs for Unit 2)
03-Sep-2011
TIP Vacation Rules - Redirect or auto-respond to notifications.
TIP Worklist Access - Specify which users can view and act upon your notifications.
Favorites
Edit Favorites
You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.
Navigator
Edit Navigator
iSupplier Portal Full Access
KQ_iSupplier_Buyer's View
Sourcing Supplier
Sourcing
Sourcing Home Page
Worklist
Diagnostics | Logout | Preferences | Help | Personalize Page
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About this Page
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Figure 2

On the personal home page you can see your name on the right top corner

1. Click the Sourcing Supplier responsibility assigned to you.

    * Responsibility is a set of privileges assign to User.

2. When you will click on the Sourcing Supplier responsibility two new links will appear on the right side of the page.
    - Sourcing Home Page
    - Worklist
3. Click the Sourcing home page to see the responded and invited tenders.
4. Click the Work list to see the Notifications received by you.

Global buttons

The following buttons display on the home page and all iSourcing Portal pages:

- Home – Returns you to the main portal where you can select another responsibility or application.

- Logout – Logs you out of the iSourcing Portal
- Preferences – Displays the Preferences page.
- Help – Accesses the help index page.

User Preferences

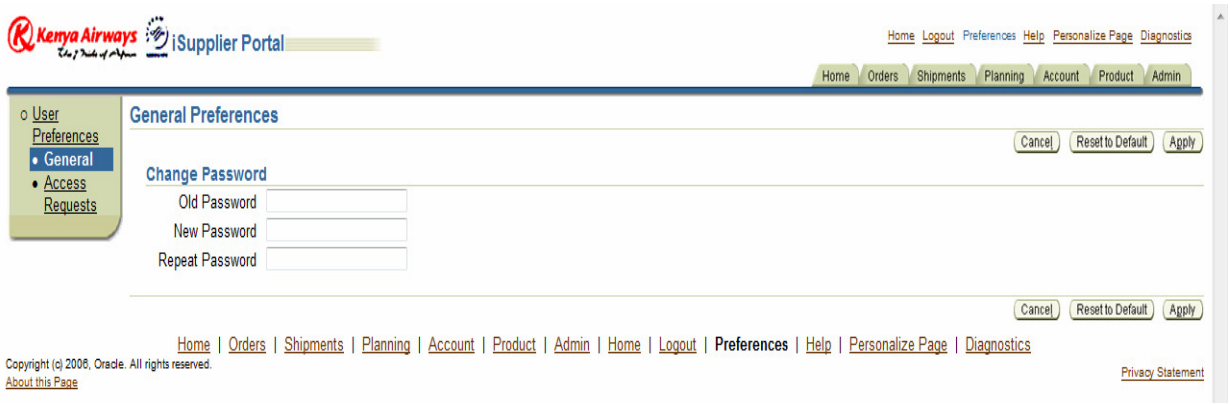
You can change your user settings or preferences at any time by clicking on the preferences icon. The following preferences can be changed:

- **Password** – You can reset or change your password. A valid password must be at least six, but no more than 30, characters. Passwords can be alphanumeric, or special characters.

To change your preferences:

a) Click the **Preferences** icon.
b) Complete or update the required fields.
c) Click Apply to save your changes. Click Cancel to return to the system without making any changes.

Here's what the User Preferences screen looks like:


iSupplier Portal
Home Logout Preferences Help Personalize Page Diagnostics
Home Orders Shipments Planning Account Product Admin
User Preferences
General
Access Requests
General Preferences
Cancel Reset to Default Apply
Change Password
Old Password
New Password
Repeat Password
Cancel Reset to Default Apply
Home | Orders | Shipments | Planning | Account | Product | Admin | Home | Logout | Preferences | Help | Personalize Page | Diagnostics
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About this Page
Privacy Statement

Figure 3

Acknowledging Participation

You can acknowledge your participation in two ways one using your work list on personal home page, and other is Clicking on open invitation on Sourcing Home Page.

- Acknowledge using work list
- Acknowledge using sourcing home page

Acknowledge using work list

1. Click on Work list link as shown in previous screen.

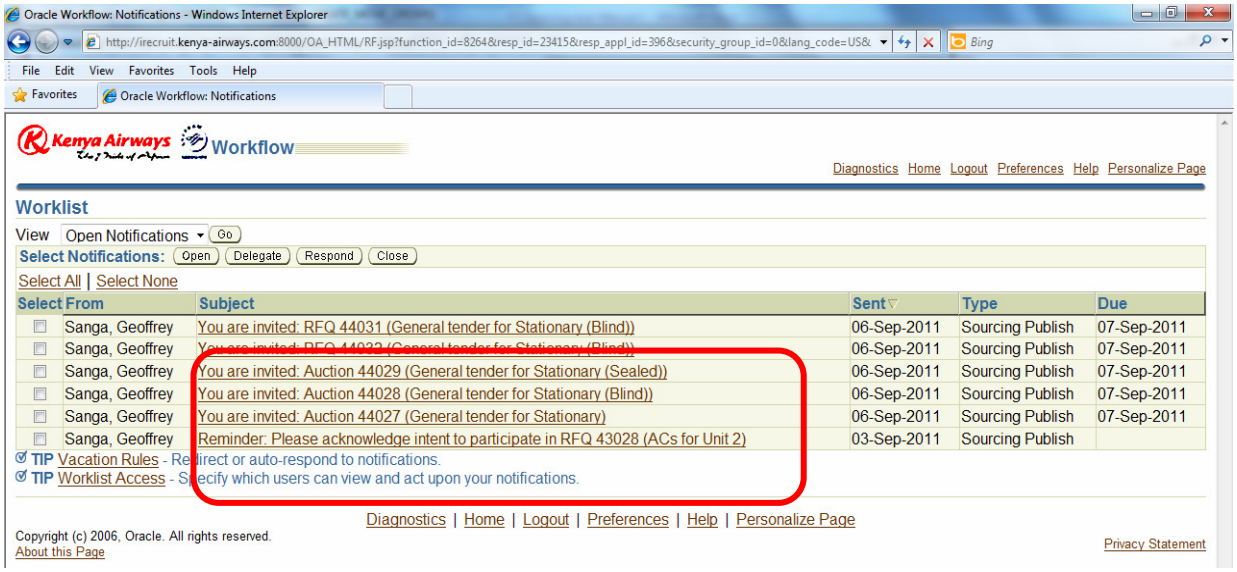
Oracle Workflow: Notifications - Windows Internet Explorer
Workflow
Diagnostics Home Logout Preferences Help Personalize Page
Worklist
View Open Notifications Go
Select Notifications: Open Delegate Respond Close
Select All | Select None
Select From Subject Sent Type Due
Sanga, Geoffrey You are invited: RFQ 44031 (General tender for Stationary (Blind)) 06-Sep-2011 Sourcing Publish 07-Sep-2011
Sanga, Geoffrey You are invited: Auction 44029 (General tender for Stationary (Sealed)) 06-Sep-2011 Sourcing Publish 07-Sep-2011
Sanga, Geoffrey You are invited: Auction 44028 (General tender for Stationary (Blind)) 06-Sep-2011 Sourcing Publish 07-Sep-2011
Sanga, Geoffrey You are invited: Auction 44027 (General tender for Stationary) 06-Sep-2011 Sourcing Publish 07-Sep-2011
Sanga, Geoffrey Reminder: Please acknowledge intent to participate in RFQ 43028 (ACs for Unit 2) 03-Sep-2011 Sourcing Publish
TIP Vacation Rules - Redirect or auto-respond to notifications.
TIP Worklist Access - Specify which users can view and act upon your notifications.
Diagnostics | Home | Logout | Preferences | Help | Personalize Page
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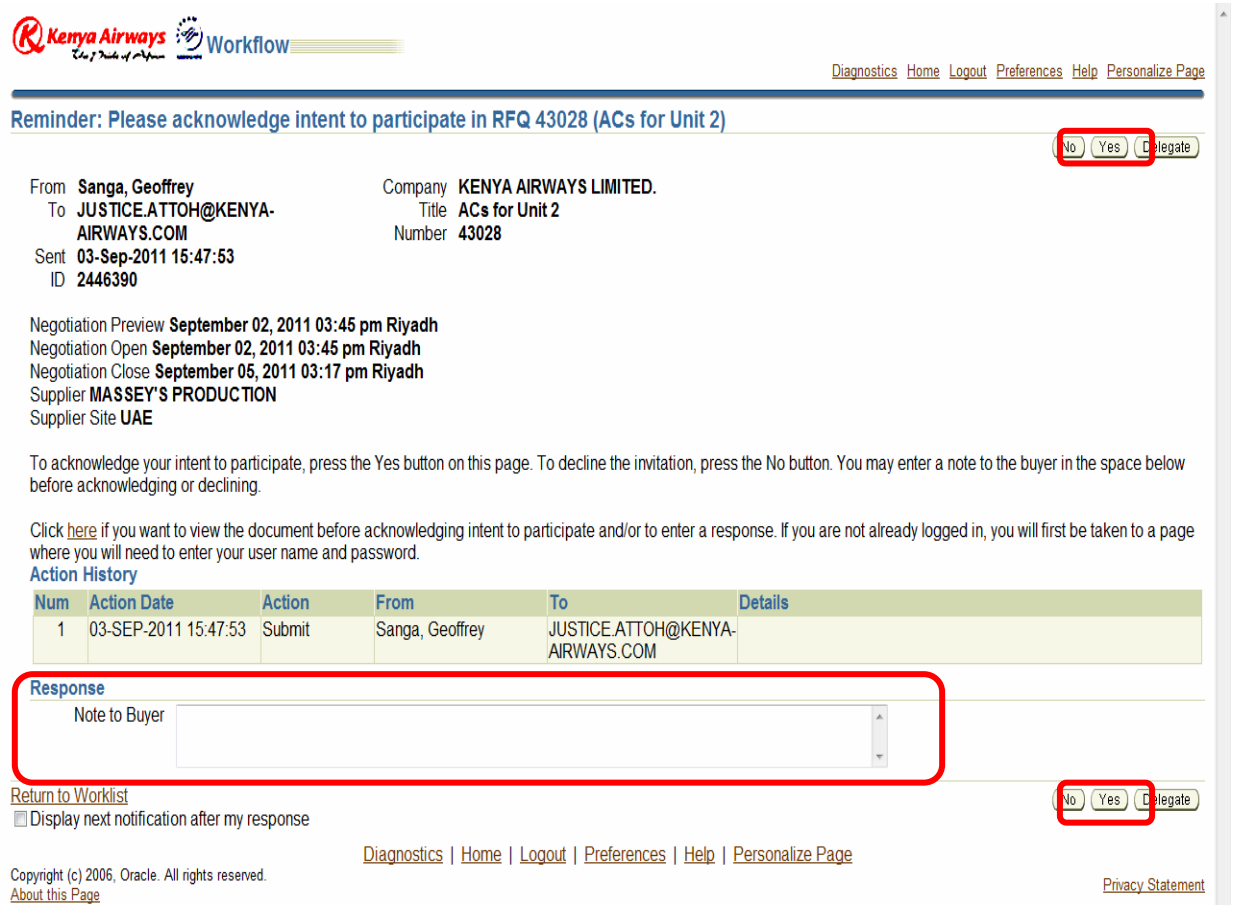
Figure 4

2. All the Open notifications will be shown.
3. Click on the Notification's subject link.
4. A new page will be displayed on your screen.


Kenya Airways
Workflow
Diagnostics Home Logout Preferences Help Personalize Page
Reminder: Please acknowledge intent to participate in RFQ 43028 (ACs for Unit 2)
No Yes Delegate
From Sanga, Geoffrey
To JUSTICE.ATTOH@KENYA-AIRWAYS.COM
Sent 03-Sep-2011 15:47:53
ID 2446390
Company KENYA AIRWAYS LIMITED.
Title ACs for Unit 2
Number 43028
Negotiation Preview September 02, 2011 03:45 pm Riyadh
Negotiation Open September 02, 2011 03:45 pm Riyadh
Negotiation Close September 05, 2011 03:17 pm Riyadh
Supplier MASSEY'S PRODUCTION
Supplier Site UAE
To acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.
Click here if you want to view the document before acknowledging intent to participate and/or to enter a response. If you are not already logged in, you will first be taken to a page where you will need to enter your user name and password.
Action History
Num Action Date Action From To Details
1 03-SEP-2011 15:47:53 Submit Sanga, Geoffrey JUSTICE.ATTOH@KENYA-AIRWAYS.COM
Response
Note to Buyer
Return to Worklist
Display next notification after my response
No Yes Delegate
Diagnostics | Home | Logout | Preferences | Help | Personalize Page
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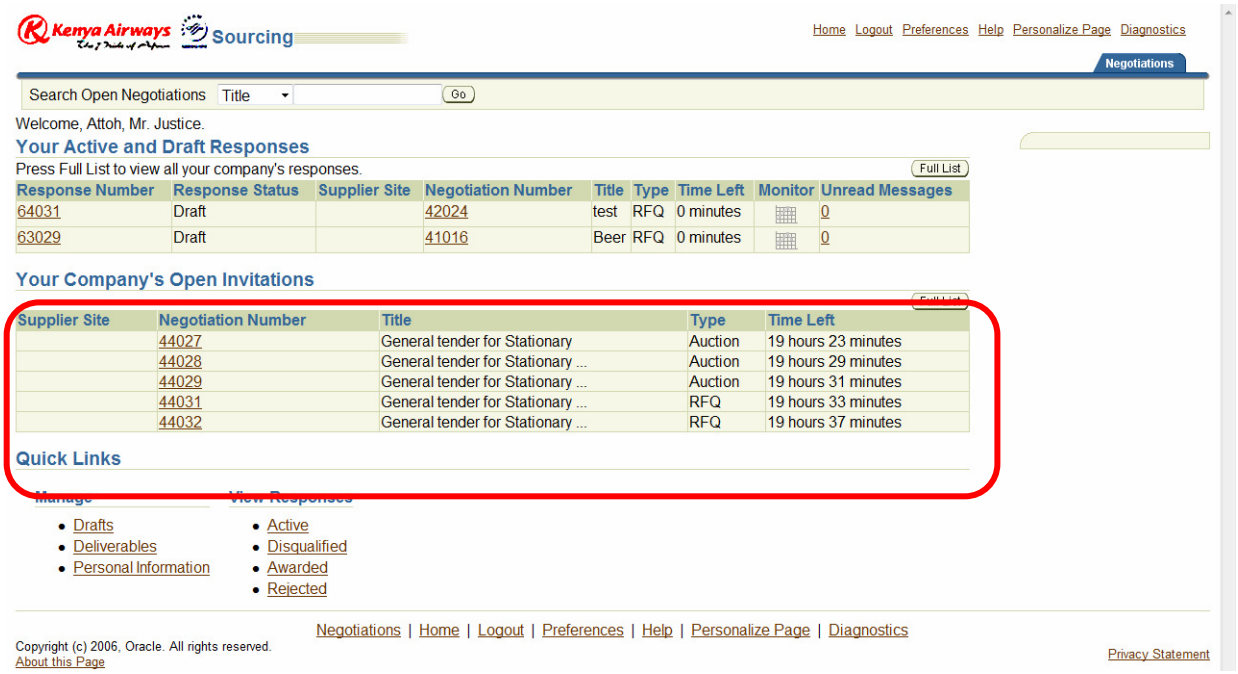
Privacy Statement
Figure 5

5. Enter any note to buyer in note to buyer text.
6. Press yes to acknowledge you interest to buy and quote for the tender.
7. Press No to reject to participate in the tender.

Acknowledging Participation through Sourcing Home Page

1. Click Sourcing home page, as shown on Personal Home Page above


Kenya Airways
Sourcing
Home Logout Preferences Help Personalize Page Diagnostics
Negotiations
Search Open Negotiations Title Go
Welcome, Attoh, Mr. Justice.
Your Active and Draft Responses
Press Full List to view all your company's responses.
Full List
Response Number | Response Status | Supplier Site | Negotiation Number | Title | Type | Time Left | Monitor | Unread Messages
64031 | Draft | | 42024 | test | RFQ | 0 minutes | | 0
63029 | Draft | | 41016 | Beer | RFQ | 0 minutes | | 0
Your Company's Open Invitations
Supplier Site | Negotiation Number | Title | Type | Time Left
44027 | General tender for Stationary | Auction | 19 hours 23 minutes
44028 | General tender for Stationary ... | Auction | 19 hours 29 minutes
44029 | General tender for Stationary ... | Auction | 19 hours 31 minutes
44031 | General tender for Stationary ... | RFQ | 19 hours 33 minutes
44032 | General tender for Stationary ... | RFQ | 19 hours 37 minutes
Quick Links
Drafts
Deliverables
Personal Information
Active
Disqualified
Awarded
Rejected
Negotiations | Home | Logout | Preferences | Help | Personalize Page | Diagnostics
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Privacy Statement
Figure 6

2. Click on the Tender number in Your Company's Open Invitations.
3. Tender details will open in a new page as shown below.

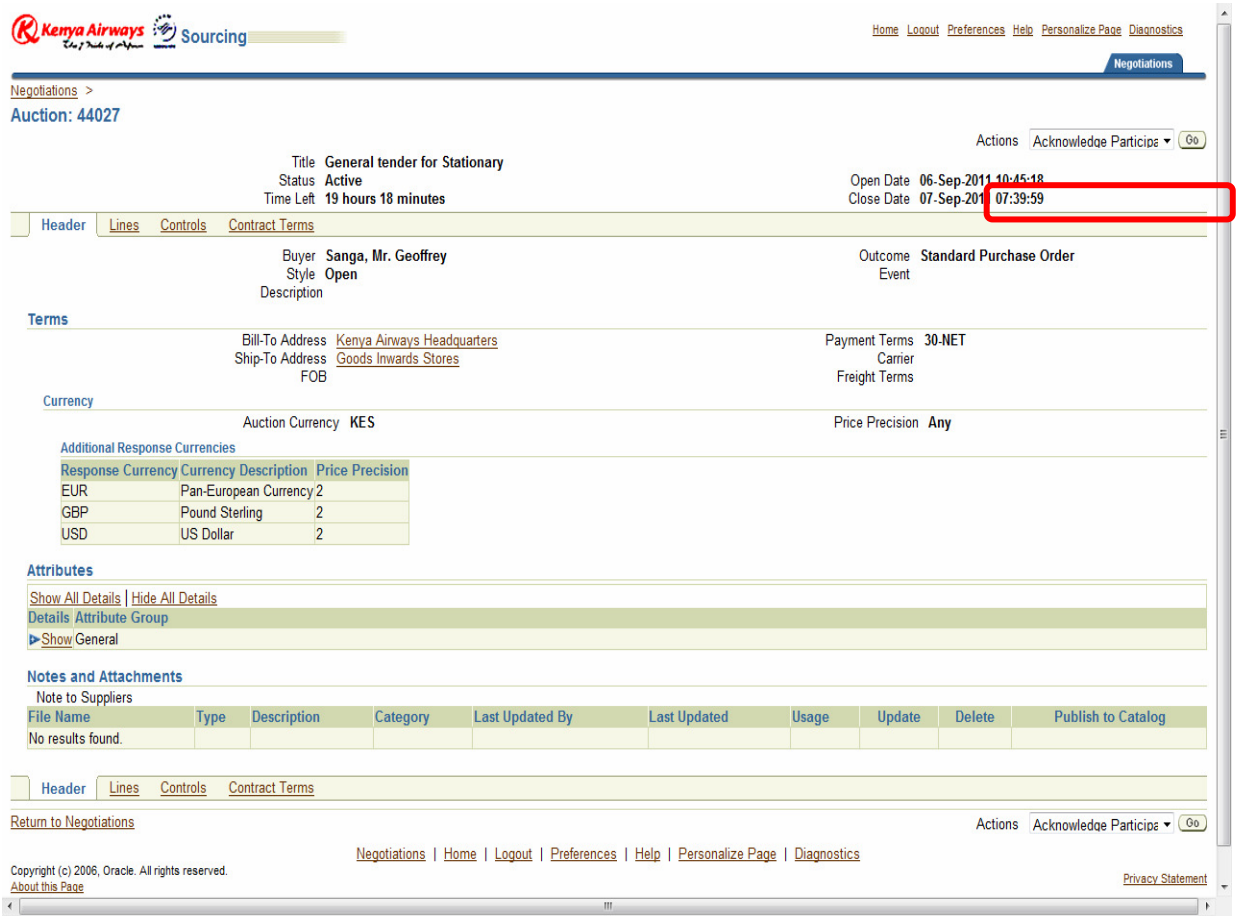


Figure 7

4. Choose Acknowledge Participation from Actions dropdown list
5. Press Go.
6. Acknowledge participation page will open.

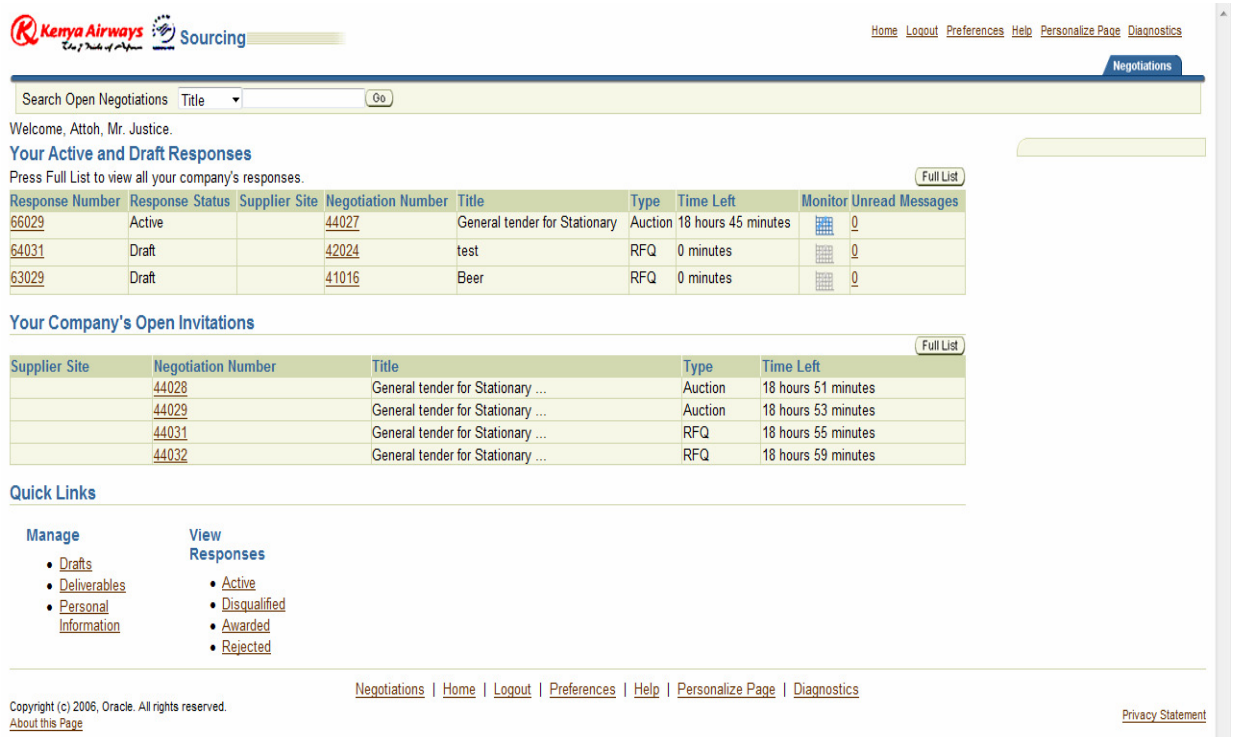
Figure 8

7. Select yes to participate or no to reject.
8. Enter any information or note for the buyer.
9. Click apply

Using Online Discussion

To ask query from buyer related to this particular tender, you can use online discussion feature of this product, wherein you can ask your queries or doubts online to the buyers, and buyer can respond to your queries online too.

Navigation: Sourcing Supplier Responsibility ⟶ Sourcing Home Page


Kenya Airways
Sourcing
Home Logout Preferences Help Personalize Page Diagnostics
Negotiations
Search Open Negotiations Title Go
Welcome, Attoh, Mr. Justice.
Your Active and Draft Responses
Press Full List to view all your company's responses.
Full List
Response Number Response Status Supplier Site Negotiation Number Title Type Time Left Monitor Unread Messages
66029 Active 44027 General tender for Stationary Auction 18 hours 45 minutes 0
64031 Draft 42024 test RFQ 0 minutes 0
63029 Draft 41016 Beer RFQ 0 minutes 0
Your Company's Open Invitations
Full List
Supplier Site Negotiation Number Title Type Time Left
44028 General tender for Stationary ... Auction 18 hours 51 minutes
44029 General tender for Stationary ... Auction 18 hours 53 minutes
44031 General tender for Stationary ... RFQ 18 hours 55 minutes
44032 General tender for Stationary ... RFQ 18 hours 59 minutes
Quick Links
Manage
Drafts
Deliverables
Personal Information
View Responses
Active
Disqualified
Awarded
Rejected
Negotiations | Home | Logout | Preferences | Help | Personalize Page | Diagnostics
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Privacy Statement
Figure 9

1. Click the link unread messages on Sourcing Home Page or choose Online Discussion from the Action dropdown list on RFQ detail page.
2. You will be directed to Online Discussion Page

Kenya Airways
Sourcing
Home Logout Preferences Help Personalize Page Diagnostics
Negotiations
Negotiations >
Online Discussions (RFQ 44032)
Cancel Printable Page
Title General tender for Stationary (Blind)
Status Active(Locked)
Time Left 18 hours 52 minutes
Open Date 06-Sep-2011 10:57:29
Close Date 07-Sep-2011 07:53:45
Messages
New Message
Subject Message Status Sender Date Reply
Hello We need at least 20% Bank Guarantee Read Attoh, Justice 06-Sep-2011 13:04:35
Cancel Printable Page
Negotiations | Home | Logout | Preferences | Help | Personalize Page | Diagnostics
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Figure 10

3. You can see the message from the Buyer against tender and your quote.

4. Click the link below message to read the message.
5. Click reply to reply the message.
6. Click New Message to create a new message.

Reading the Message

Clicking on the message link will show you the complete message.

Kenya Airways
Sourcing
Home Logout Preferences Help Personalize Page Diagnostics
Negotiations
Negotiations > Online Discussions (RFQ 44032) >
Message (RFQ 44032)
Reply
Print
Subject Hello
From Attoh, Justice
To All Participants
Date 06-Sep-2011 13:04:35
Message We need at least 20% Bank Guarantee
Return to Online Discussions (RFQ 44032)
Negotiations | Home | Logout | Preferences | Help | Personalize Page | Diagnostics
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Figure 11

1. Click Reply to reply the message.
2. Click print to print the message.
3. Click “return to Online discussion” to return.

Replying to the Message

Click Reply to reply the message on the online discussion page or at the reply button on message read page. Clicking on reply will show you a text box on a new page where you can type your message.

Kenya Airways
Sourcing
Home Logout Preferences Help Personalize Page Diagnostics
Negotiations
Negotiations > Online Discussions (RFQ 44032) > Message (RFQ 44032) >
Reply To Message (RFQ 44032)
* Indicates required field
Cancel Send
* Send To All participar
Subject Hello
* Message -------Original Message--------We need at least 20% Bank Guarantee
Cancel Send
Negotiations | Home | Logout | Preferences | Help | Personalize Page | Diagnostics
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Figure 12

1. Type the message you want to send.
2. Click “Send” to submit your query.

Viewing Tender/RFQ Details - Header

1. Click on the negotiation number on the home page.
2. Tender page will appear.
3. You can see tender header detail, line detail, tender terms, currency as well as notes and attachments.

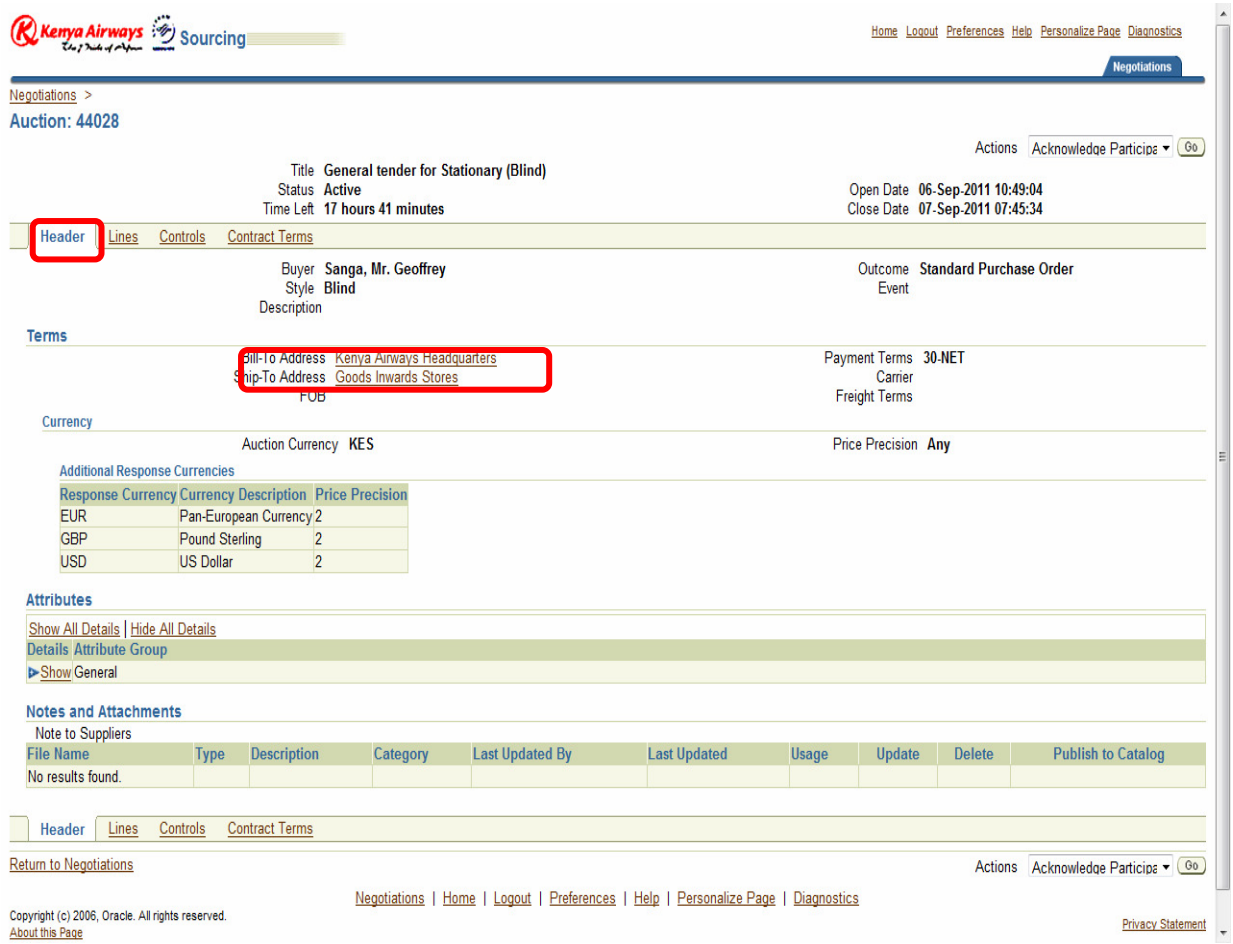
Kenya Airways
Sourcing
Home Logout Preferences Help Personalize Page Diagnostics
Negotiations
Negotiations >
Auction: 44028
Actions Acknowledge Participa Go
Title General tender for Stationary (Blind)
Status Active
Time Left 17 hours 41 minutes
Open Date 06-Sep-2011 10:49:04
Close Date 07-Sep-2011 07:45:34
Header Lines Controls Contract Terms
Buyer Sanga, Mr. Geoffrey
Style Blind
Description
Outcome Standard Purchase Order
Event
Terms
Bill-To Address Kenya Airways Headquarters
Ship-To Address Goods Inwards Stores
FOB
Payment Terms 30-NET
Carrier
Freight Terms
Currency
Auction Currency KES
Price Precision Any
Additional Response Currencies
Response Currency | Currency Description | Price Precision
EUR | Pan-European Currency | 2
GBP | Pound Sterling | 2
USD | US Dollar | 2
Attributes
Show All Details | Hide All Details
Details Attribute Group
Show General
Notes and Attachments
Note to Suppliers
File Name | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete | Publish to Catalog
No results found.
Header Lines Controls Contract Terms
Return to Negotiations
Actions Acknowledge Participa Go
Negotiations | Home | Logout | Preferences | Help | Personalize Page | Diagnostics
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Figure 13

4. Click Ship-To-Address to get full address of delivery location.
5. Click return to RFQ to go back to the tender details.

Figure 14

6. Click file name under Notes & Attachment Section to download the attachment.
7. Choose Open to open the Document.
8. Click Save to save the document and give the location where you want to save the file.
9. Click cancel to cancel the action

Viewing Tender Details -Line

1. Click on lines to see the line details.

Kenya Airways
Sourcing
Home Logout Preferences Help Personalize Page Diagnostics
Negotiations
Negotiations >
RFQ: 44032
Actions Create Quote Go
Title General tender for Stationary (Blind)
Status Active (Locked)
Time Left 17 hours 33 minutes
Open Date 06-Sep-2011 10:57:29
Close Date 07-Sep-2011 07:53:45
Header Lines Controls Contract Terms
Display Rank As No indicator displayed
Ranking Price Only
Price Factors None
Price Tiers None
Line Item, Rev Category Unit Quantity Need-By From Need-By To Best Price (KES) Active Responses Time Left
1 PEN,MAKER PERMANENT BLAC... 141PEN67810 Stocks.Stationery EACH 1,000 22-Sep-2011 07:38:40 10 Sealed 17 hours 33 minutes
Header Lines Controls Contract Terms
Return to Negotiations
Actions Create Quote Go
Negotiations | Home | Logout | Preferences | Help | Personalize Page | Diagnostics
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Figure 15

All the lines of the Tender will be available; you can also click on a particular line to get the details of that line.

Viewing Tender Details – Terms

1. Click Contract terms to view terms and conditions.
2. Click Preview/Print Contract Terms.
3. Download or open the file. Same as downloading an attachment.

Creating Response/Quote

1. Select the tender for quoting from Your Company's open Invitation on Sourcing Home Page.
2. Click on the negotiation number.

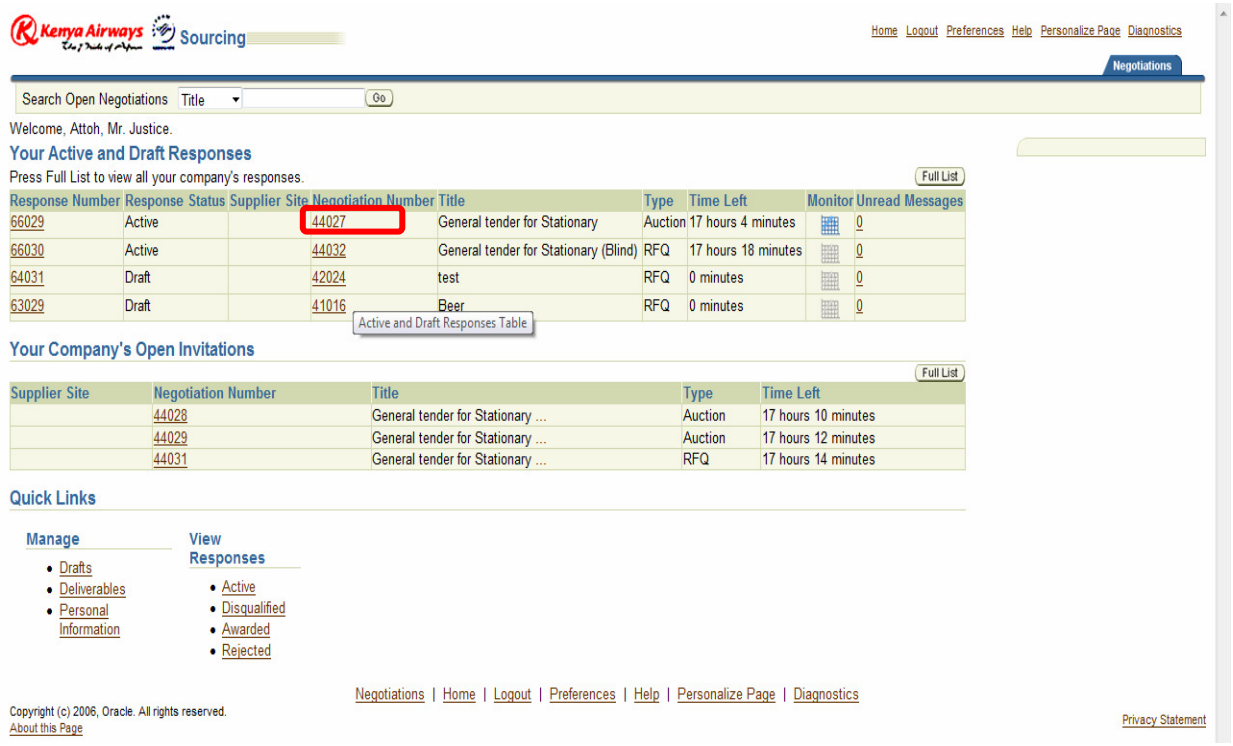
Kenya Airways
Sourcing
Home Logout Preferences Help Personalize Page Diagnostics
Negotiations
Search Open Negotiations Title Go
Welcome, Attoh, Mr. Justice.
Your Active and Draft Responses
Press Full List to view all your company's responses.
Full List
Response Number | Response Status | Supplier Site | Negotiation Number | Title | Type | Time Left | Monitor | Unread Messages
66029 | Active | 44027 | General tender for Stationary | Auction | 17 hours 4 minutes | 0
66030 | Active | 44032 | General tender for Stationary (Blind) | RFQ | 17 hours 18 minutes | 0
64031 | Draft | 42024 | test | RFQ | 0 minutes | 0
63029 | Draft | 41016 | Beer | RFQ | 0 minutes | 0
Active and Draft Responses Table
Your Company's Open Invitations
Full List
Supplier Site | Negotiation Number | Title | Type | Time Left
44028 | General tender for Stationary ... | Auction | 17 hours 10 minutes
44029 | General tender for Stationary ... | Auction | 17 hours 12 minutes
44031 | General tender for Stationary ... | RFQ | 17 hours 14 minutes
Quick Links
Manage
Drafts
Deliverables
Personal Information
View Responses
Active
Disqualified
Awarded
Rejected
Negotiations | Home | Logout | Preferences | Help | Personalize Page | Diagnostics
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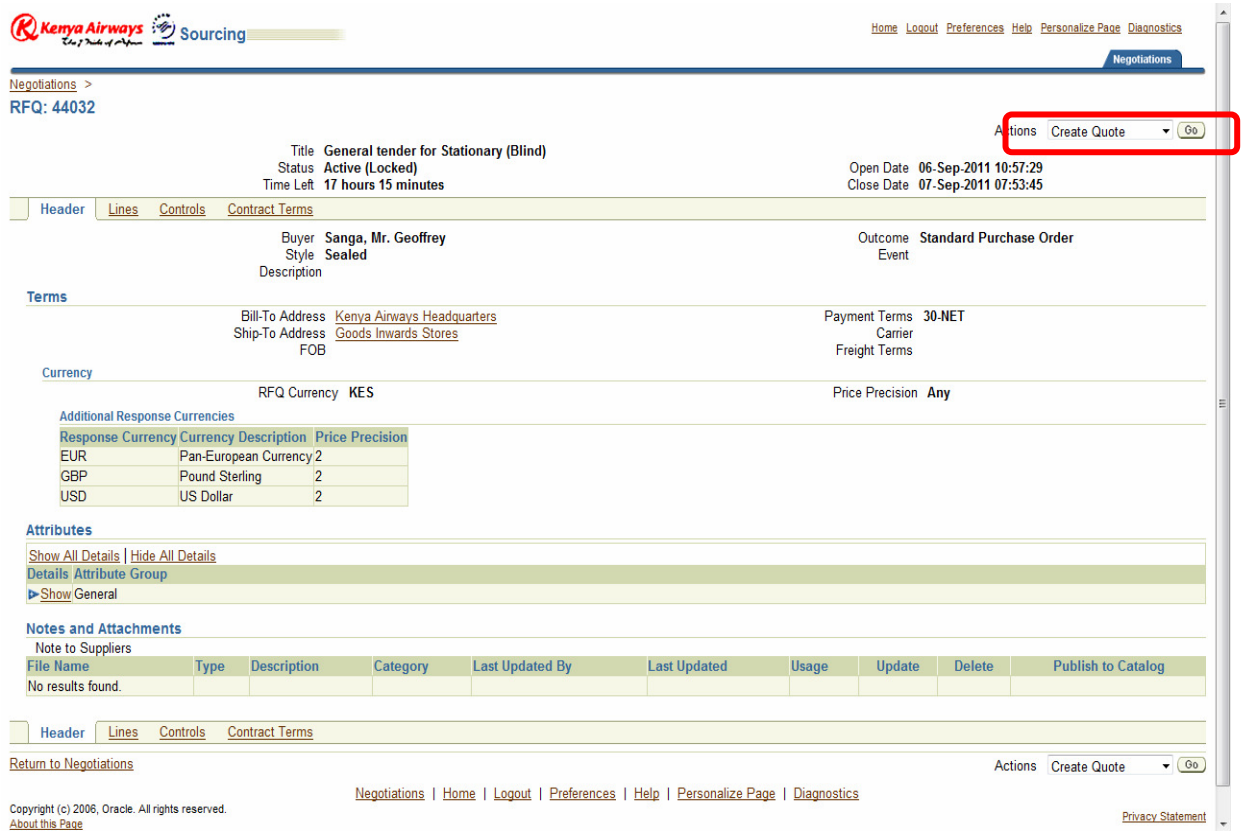
Figure 16

3. Select Create Quote from Actions list
4. Press Go.


Kenya Airways
Sourcing
Home Logout Preferences Help Personalize Page Diagnostics
Negotiations
Negotiations >
RFQ: 44032
Actions Create Quote Go
Title General tender for Stationary (Blind)
Status Active (Locked)
Time Left 17 hours 15 minutes
Open Date 06-Sep-2011 10:57:29
Close Date 07-Sep-2011 07:53:45
Header Lines Controls Contract Terms
Buyer Sanga, Mr. Geoffrey
Style Sealed
Description
Outcome Standard Purchase Order
Event
Terms
Bill-To Address Kenya Airways Headquarters
Ship-To Address Goods Inwards Stores
FOB
Payment Terms 30-NET
Carrier
Freight Terms
Currency
RFQ Currency KES
Price Precision Any
Additional Response Currencies
Response Currency | Currency Description | Price Precision
EUR | Pan-European Currency | 2
GBP | Pound Sterling | 2
USD | US Dollar | 2
Attributes
Show All Details | Hide All Details
Details Attribute Group
Show General
Notes and Attachments
Note to Suppliers
File Name | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete | Publish to Catalog
No results found.
Header Lines Controls Contract Terms
Return to Negotiations
Actions Create Quote Go
Negotiations | Home | Logout | Preferences | Help | Personalize Page | Diagnostics
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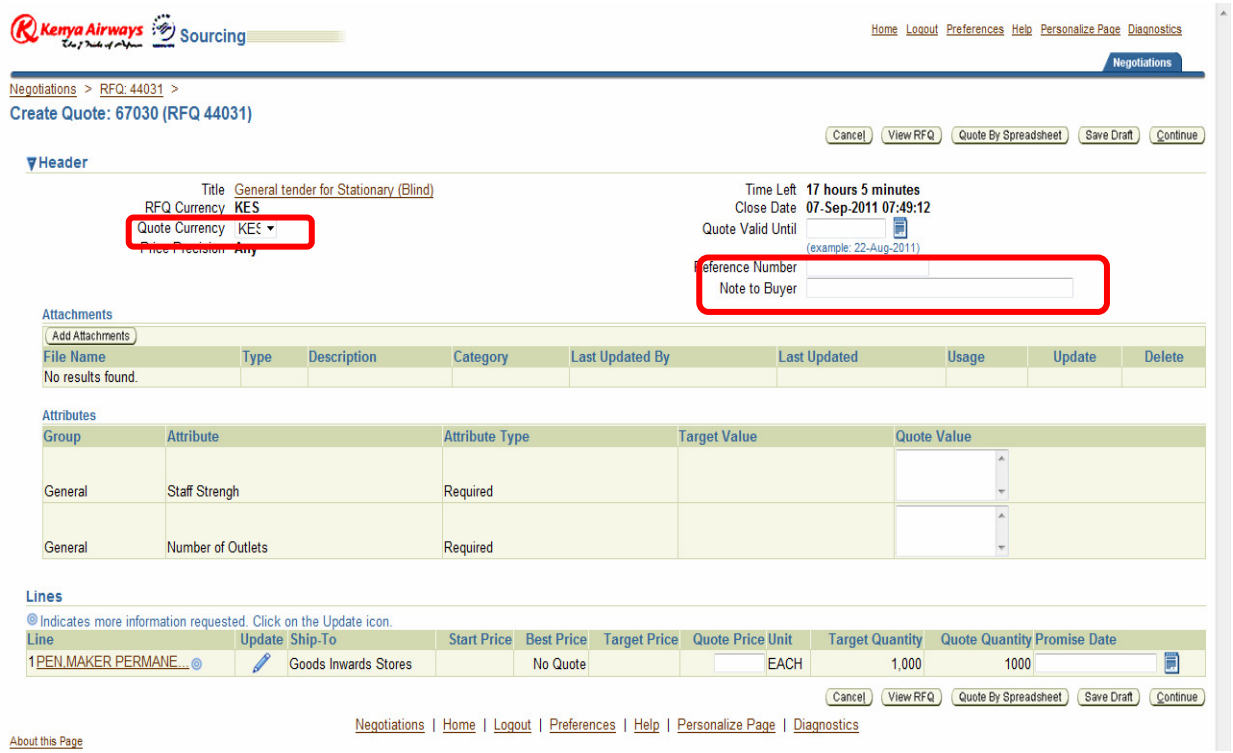
Privacy Statement
Figure 17

Creating Quotation header Details

1. Select the currency in which you want the quotation.
2. Enter Reference number if any.
3. Enter any message to the buyer in Note to buyer.


Kenya Airways
Sourcing
Home Logout Preferences Help Personalize Page Diagnostics
Negotiations
Negotiations > RFQ: 44031 >
Create Quote: 67030 (RFQ 44031)
Cancel View RFQ Quote By Spreadsheet Save Draft Continue
Header
Title General tender for Stationary (Blind)
RFQ Currency KES
Quote Currency KES
Time Left 17 hours 5 minutes
Close Date 07-Sep-2011 07:49:12
Quote Valid Until
(example: 22-Aug-2011)
Reference Number
Note to Buyer
Attachments
Add Attachments
File Name Type Description Category Last Updated By Last Updated Usage Update Delete
No results found.
Attributes
Group Attribute Attribute Type Target Value Quote Value
General Staff Strengh Required
General Number of Outlets Required
Lines
Indicates more information requested. Click on the Update icon.
Line Update Ship-To Start Price Best Price Target Price Quote Price Unit Target Quantity Quote Quantity Promise Date
1 PEN,MAKER PERMANE... Goods Inwards Stores No Quote EACH 1,000 1000
Cancel View RFQ Quote By Spreadsheet Save Draft Continue
Negotiations | Home | Logout | Preferences | Help | Personalize Page | Diagnostics
About this Page
Figure 18

Attaching the documents

1. Click Add attachment on creating Response header page.
2. Enter the description for the attachment.
3. Click browse to select the attachment location in the system.
4. Click open to add the attachment.
5. Enter a name for the attachment.
6. Click Add another to add more attachments.
7. Click Apply to add the attachment to the tender header.

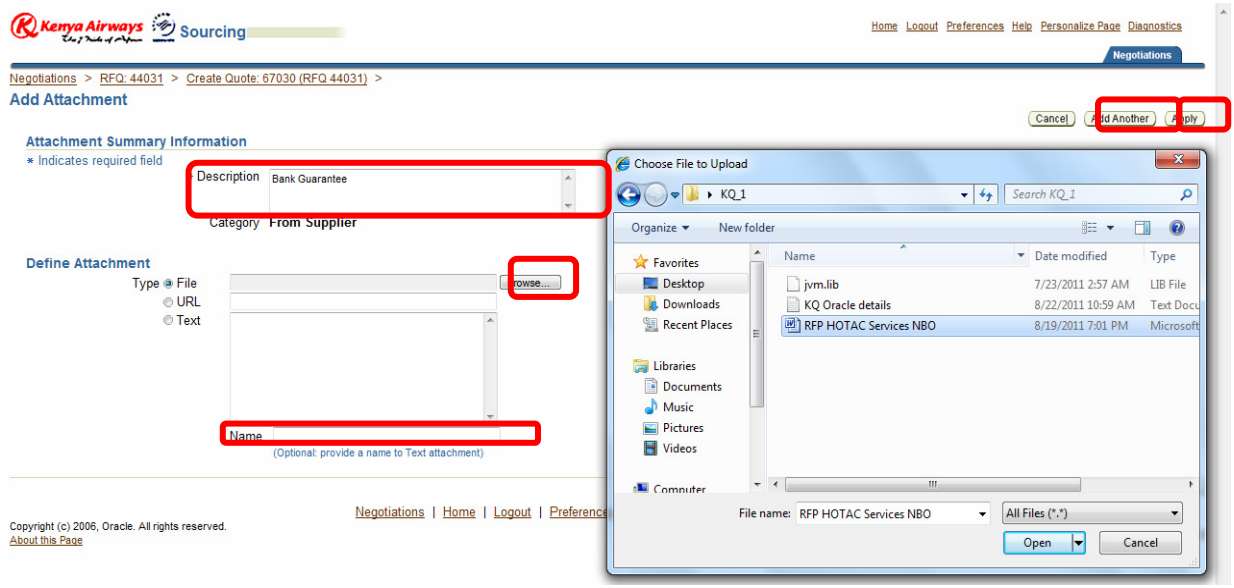


Figure 19

Populating Tender line Details and adding Attachments

1. Enter the quote values.
2. Enter the date by which you are able to deliver the items at ship to location.

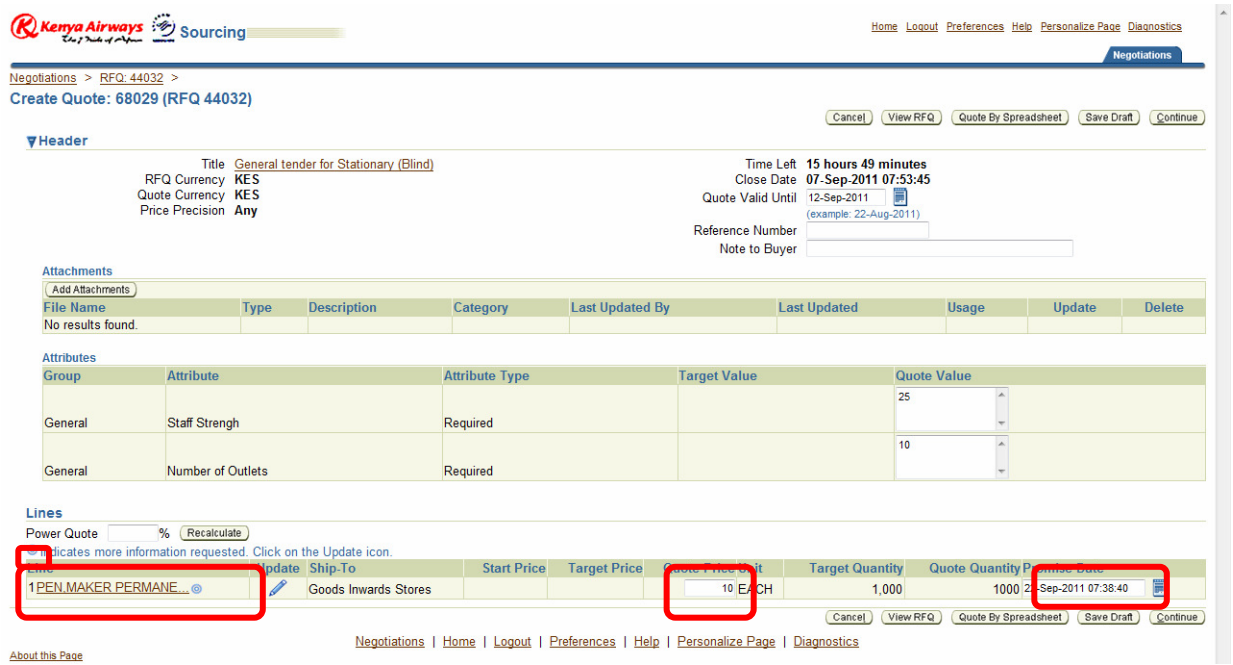
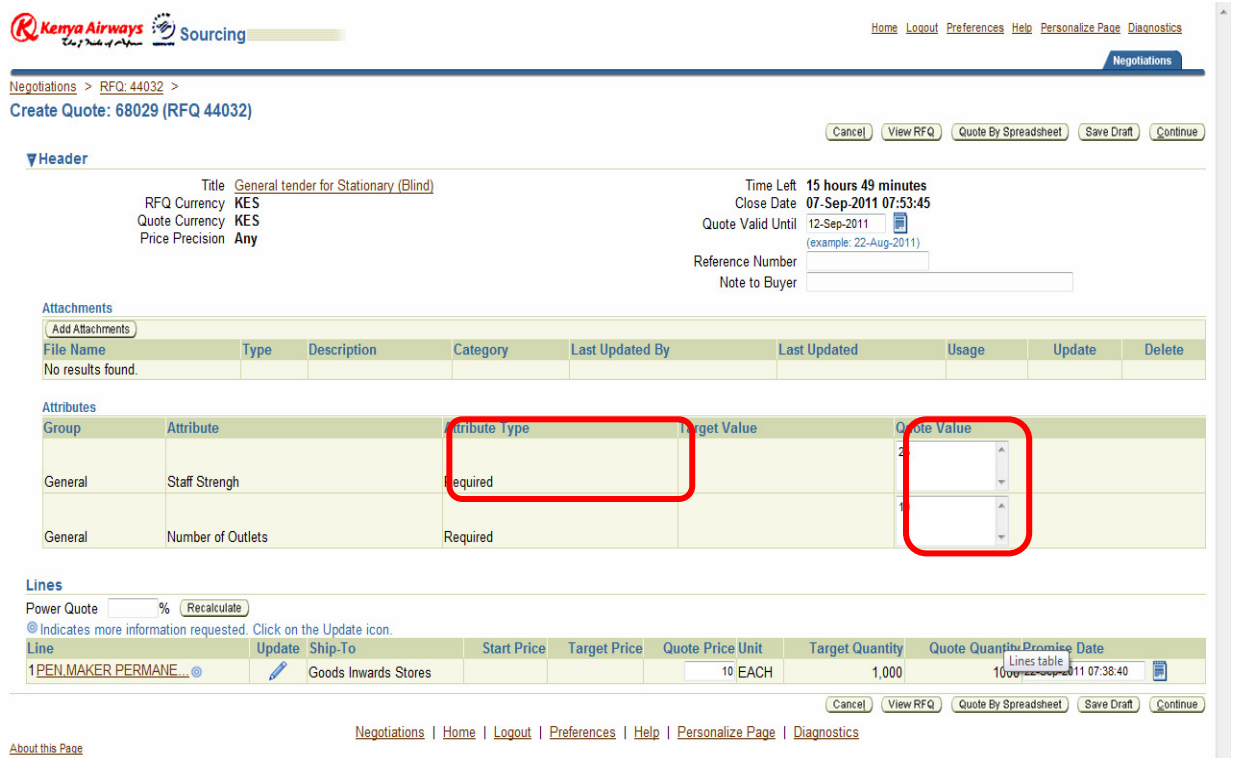


Figure 20

Viewing and Filling Attributes

1. Click the line link on the creating response/quote home page.
2. Enter the Quote value for the quote.
3. You must enter a quote value for attribute type required.
4. Enter any note for the buyer for the line.
5. Click Add Attachment to add attachment at the line.
6. Click cancel to cancel the changes.
7. Click Save Draft to save the changes temporarily in the system.
8. Click apply to apply the changes


Kenya Airways
Sourcing
Home Logout Preferences Help Personalize Page Diagnostics
Negotiations
Negotiations > RFQ: 44032 >
Create Quote: 68029 (RFQ 44032)
Cancel View RFQ Quote By Spreadsheet Save Draft Continue
Header
Title General tender for Stationary (Blind)
RFQ Currency KES
Quote Currency KES
Price Precision Any
Time Left 15 hours 49 minutes
Close Date 07-Sep-2011 07:53:45
Quote Valid Until 12-Sep-2011
(example: 22-Aug-2011)
Reference Number
Note to Buyer
Attachments
Add Attachments
File Name Type Description Category Last Updated By Last Updated Usage Update Delete
No results found.
Attributes
Group Attribute Attribute Type Target Value Quote Value
General Staff Strengh Required
General Number of Outlets Required
Lines
Power Quote % Recalculate
Indicates more information requested. Click on the Update icon.
Line Update Ship-To Start Price Target Price Quote Price Unit Target Quantity Quote Quantity Promise Date
1 PEN,MAKER PERMANE... Goods Inwards Stores 10 EACH 1,000
Lines table
Cancel View RFQ Quote By Spreadsheet Save Draft Continue
Negotiations | Home | Logout | Preferences | Help | Personalize Page | Diagnostics
About this Page
Figure 21

Adding line level attachment

1. Enter the description for the document.
2. Choose the document to be attached.
3. Click open.
4. Click Add Another to add more documents.

5. Click Apply to attach the document.

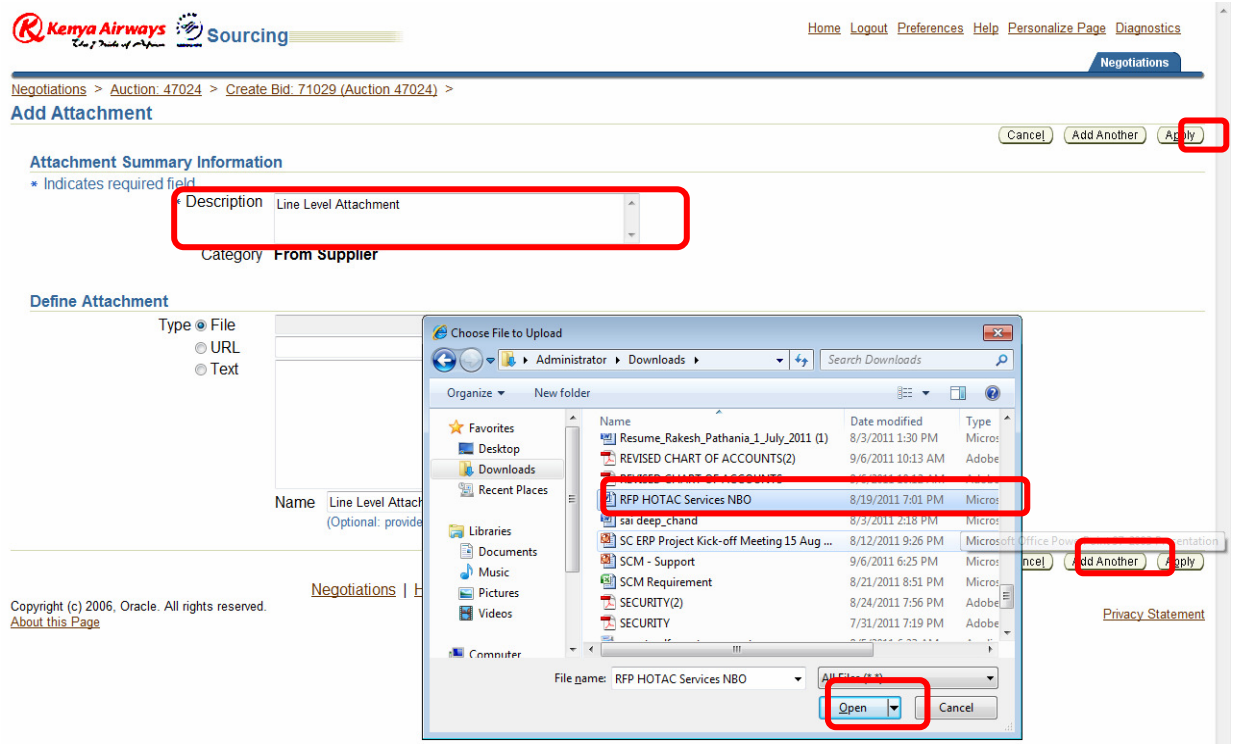


Figure 22

6. The line level attachment can be seen below.
7. Click update to update the attachment.
8. Click delete to delete the attachment.
9. Click Save draft to save the document in drafts.
10. Click apply to save the changes

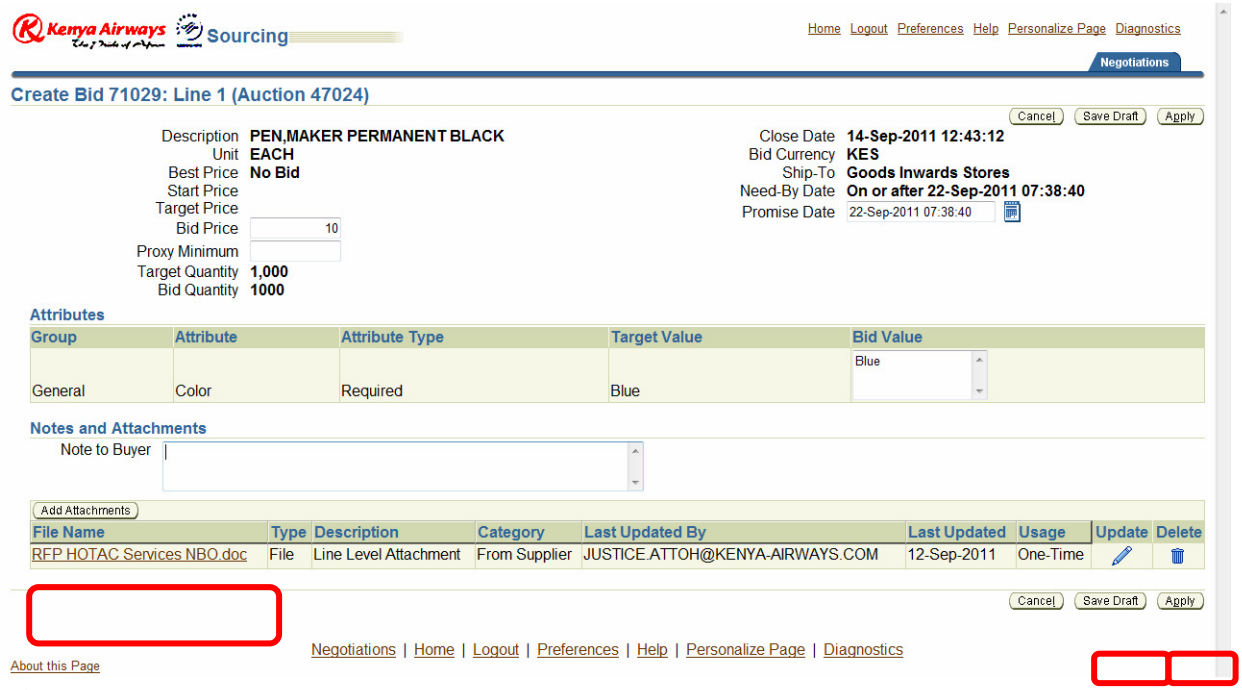

Kenya Airways
Sourcing
Home Logout Preferences Help Personalize Page Diagnostics
Negotiations
Create Bid 71029: Line 1 (Auction 47024)
Cancel Save Draft Apply
Description PEN,MAKER PERMANENT BLACK
Unit EACH
Best Price No Bid
Start Price
Target Price
Bid Price 10
Proxy Minimum
Target Quantity 1,000
Bid Quantity 1000
Close Date 14-Sep-2011 12:43:12
Bid Currency KES
Ship-To Goods Inwards Stores
Need-By Date On or after 22-Sep-2011 07:38:40
Promise Date 22-Sep-2011 07:38:40
Attributes
Group Attribute Attribute Type Target Value Bid Value
General Color Required Blue Blue
Notes and Attachments
Note to Buyer
Add Attachments
File Name Type Description Category Last Updated By Last Updated Usage Update Delete
RFP HOTAC Services NBO.doc File Line Level Attachment From Supplier JUSTICE.ATTOH@KENYA-AIRWAYS.COM 12-Sep-2011 One-Time
Cancel Save Draft Apply
About this Page
Negotiations | Home | Logout | Preferences | Help | Personalize Page | Diagnostics

Figure 23

Reviewing and Submitting Response/Quotation

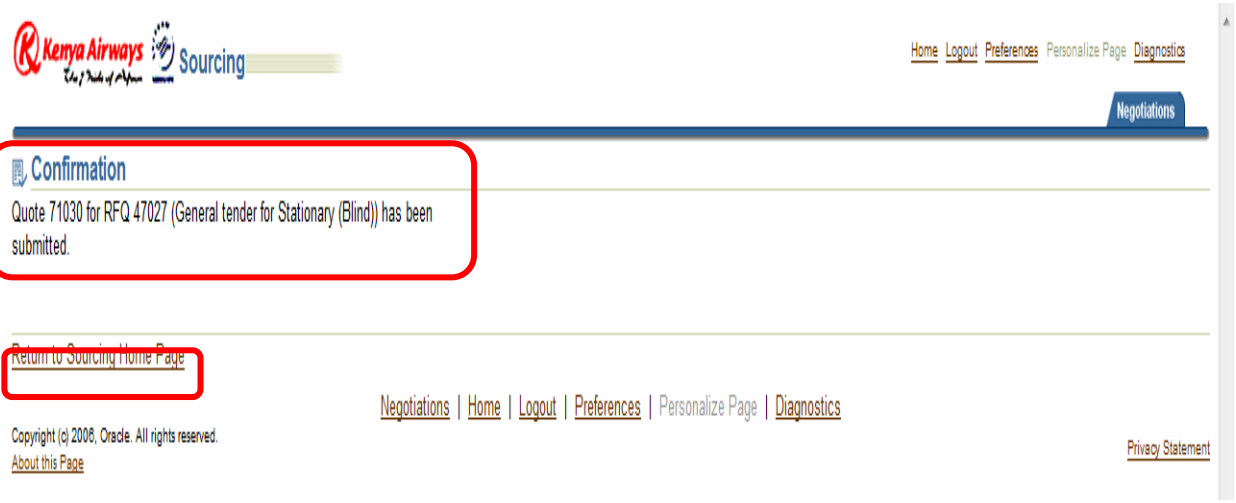
Reviewing the Response/ Quote

1. After completing all the details as needed, click Save Draft to save the response and submit it at a later date.
2. Click Submit to submit the quote.
3. A warning message will be shown if multiple quotes for the tender is not allowed.

Kenya Airways
Sourcing
Home Logout Preferences Help Personalize Page Diagnostics
Negotiations
Negotiations > RFQ: 47027 >
Warning
Buyer has requested for you to submit a single, best quote. Multiple quotes (re-quoting) for this RFQ are not allowed.
Create Quote 71030: Review and Submit (RFQ 47027)
Cancel Back Save Draft Submit
Header
Title General tender for Stationary (Blind)
RFQ Currency KES
Quote Currency KES
Price Precision Any
Time Left 1 day 23 hours
Close Date 14-Sep-2011 13:21:52
Quote Valid Until
Reference Number
Note to Buyer
Attachments
File Name Type Description Category Last Updated By Last Updated Usage Update Delete Publish to Catalog
No results found.
Attributes
Group Attribute Attribute Type Target Value Quote Value
General Staff Strengh Required 10
General Number of Outlets Required 3
Lines
Select Line Ship-To Start Price Target Price Quote Price (KES) Unit Target Quantity Quote Quantity Your Total Amount Need-By Date Promise Date
1PEN,MAKER PERMANE... Goods Inwards Stores 5 EACH 1,000 1000 5,000.00 On or after 22-Sep-2011 07:38:40 22-Sep-2011 07:38:40
Line 1: PEN,MAKER PERMANENT BLACK
Attributes
Group Attribute Attribute Type Target Value Quote Value
General Color Required Blue blue
Notes and Attachments
Note to Buyer
File Name Type Description Category Last Updated By Last Updated Usage Update Delete Publish to Catalog
No results found.
Cancel Back Save Draft Submit
Negotiations | Home | Logout | Preferences | Help | Personalize Page | Diagnostics
Figure 24

Submitting Response/Quote

1. Confirmation message will be shown as indicated below.
2. Click “Return to Sourcing Home Page” to go to sourcing home page.


Kenya Airways
Sourcing
Home Logout Preferences Personalize Page Diagnostics
Negotiations
Confirmation
Quote 71030 for RFQ 47027 (General tender for Stationary (Blind)) has been submitted.
Return to Sourcing Home Page
Negotiations | Home | Logout | Preferences | Personalize Page | Diagnostics
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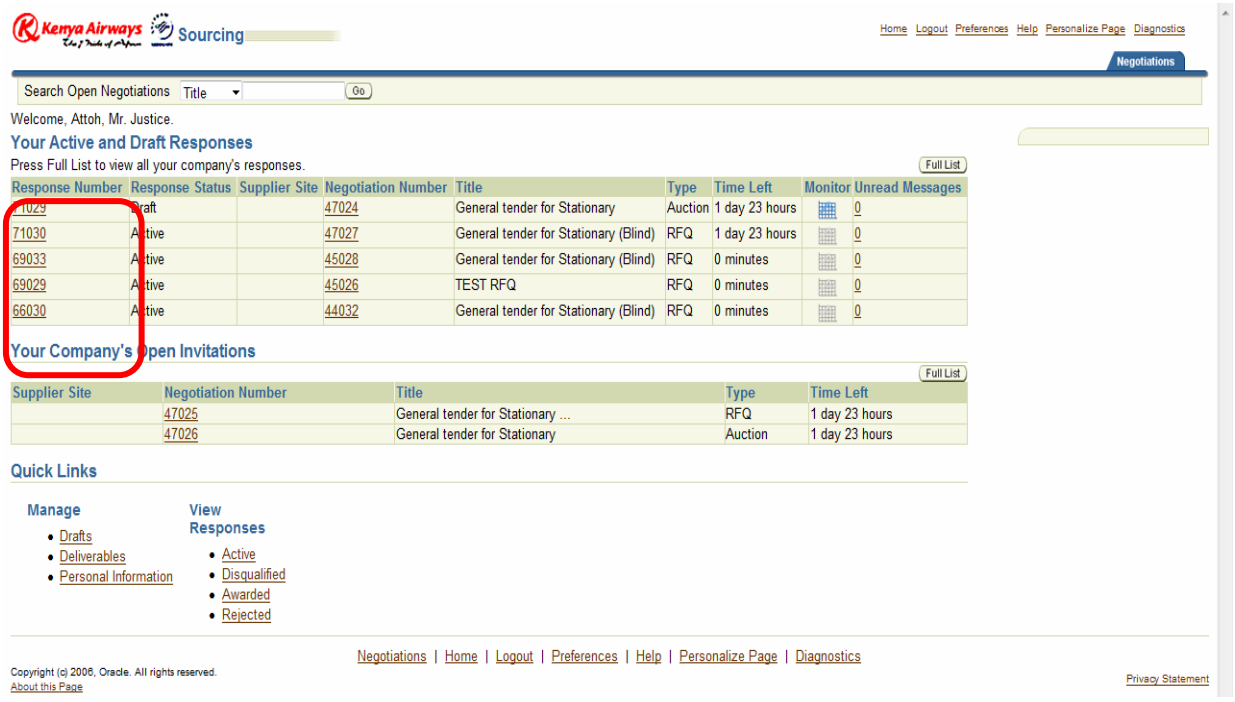
About this Page
Privacy Statement

Figure 25

Viewing details of your Response / Quote

1. Find your responses from “Your Active and Draft Response”.
2. If it is not shown click on full list to see all your responses.


Kenya Airways
Sourcing
Home Logout Preferences Help Personalize Page Diagnostics
Negotiations
Search Open Negotiations Title Go
Welcome, Attoh, Mr. Justice.
Your Active and Draft Responses
Press Full List to view all your company's responses.
Full List
Response Number | Response Status | Supplier Site | Negotiation Number | Title | Type | Time Left | Monitor | Unread Messages
71029 | Draft | 47024 | General tender for Stationary | Auction | 1 day 23 hours | 0
71030 | Active | 47027 | General tender for Stationary (Blind) | RFQ | 1 day 23 hours | 0
69033 | Active | 45028 | General tender for Stationary (Blind) | RFQ | 0 minutes | 0
69029 | Active | 45026 | TEST RFQ | RFQ | 0 minutes | 0
66030 | Active | 44032 | General tender for Stationary (Blind) | RFQ | 0 minutes | 0
Your Company's Open Invitations
Full List
Supplier Site | Negotiation Number | Title | Type | Time Left
47025 | General tender for Stationary ... | RFQ | 1 day 23 hours
47026 | General tender for Stationary | Auction | 1 day 23 hours
Quick Links
Manage
Drafts
Deliverables
Personal Information
View Responses
Active
Disqualified
Awarded
Rejected
Negotiations | Home | Logout | Preferences | Help | Personalize Page | Diagnostics
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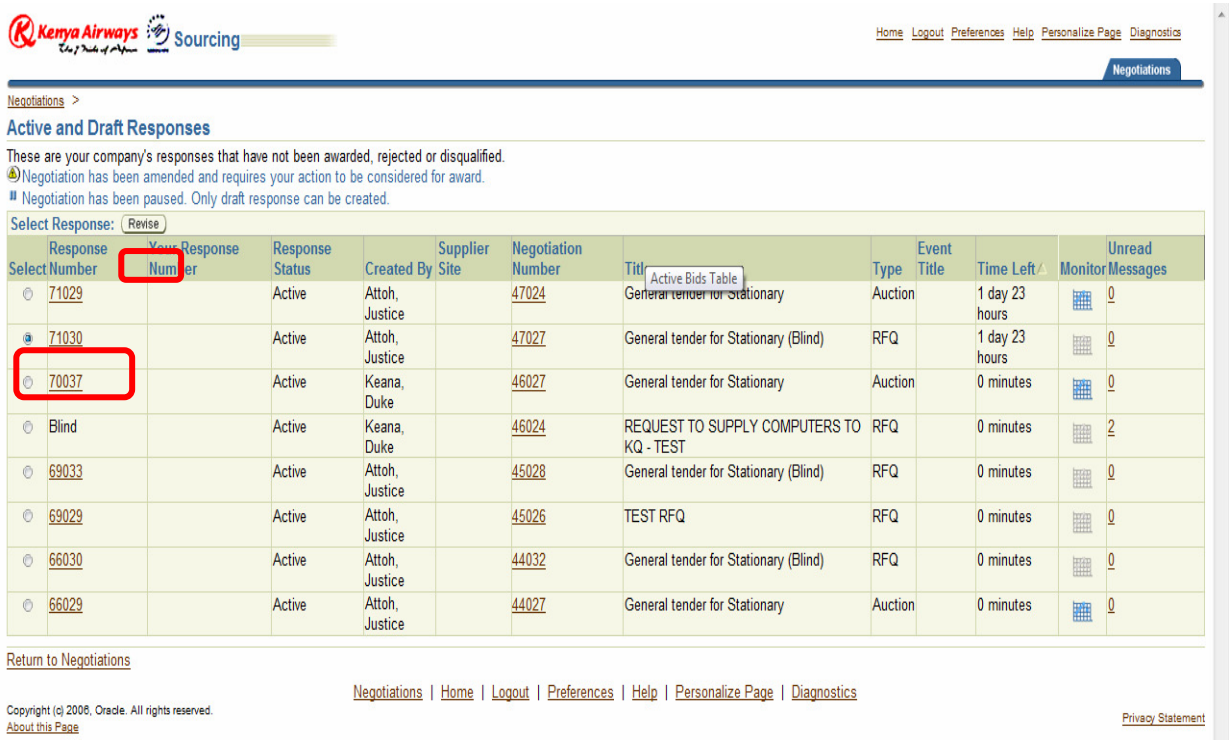
About this Page
Privacy Statement

Figure 26

3. Select the response number you want to review or revise.

4. Click revise.


Kenya Airways
Sourcing
Home Logout Preferences Help Personalize Page Diagnostics
Negotiations
Negotiations >
Active and Draft Responses
These are your company's responses that have not been awarded, rejected or disqualified.
Negotiation has been amended and requires your action to be considered for award.
Negotiation has been paused. Only draft response can be created.
Select Response: Revise
Select
Response Number
Your Response Number
Response Status
Created By
Supplier Site
Negotiation Number
Title
Active Bids Table
Type
Event Title
Time Left
Monitor
Unread Messages
71029 Active Attoh, Justice 47024 General tender for Stationary Auction 1 day 23 hours 0
71030 Active Attoh, Justice 47027 General tender for Stationary (Blind) RFQ 1 day 23 hours 0
70037 Active Keana, Duke 46027 General tender for Stationary Auction 0 minutes 0
Blind Active Keana, Duke 46024 REQUEST TO SUPPLY COMPUTERS TO KQ - TEST RFQ 0 minutes 2
69033 Active Attoh, Justice 45028 General tender for Stationary (Blind) RFQ 0 minutes 0
69029 Active Attoh, Justice 45026 TEST RFQ RFQ 0 minutes 0
66030 Active Attoh, Justice 44032 General tender for Stationary (Blind) RFQ 0 minutes 0
66029 Active Attoh, Justice 44027 General tender for Stationary Auction 0 minutes 0
Return to Negotiations
Negotiations | Home | Logout | Preferences | Help | Personalize Page | Diagnostics
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About this Page
Privacy Statement

Figure 27

5. Review / revise the response as needed.
6. Click Continue to submit your response/quote to the customer.
7. If the response has already been submitted to customer you cannot submit it again, unless the customer does not disallow multiple responses for tender.

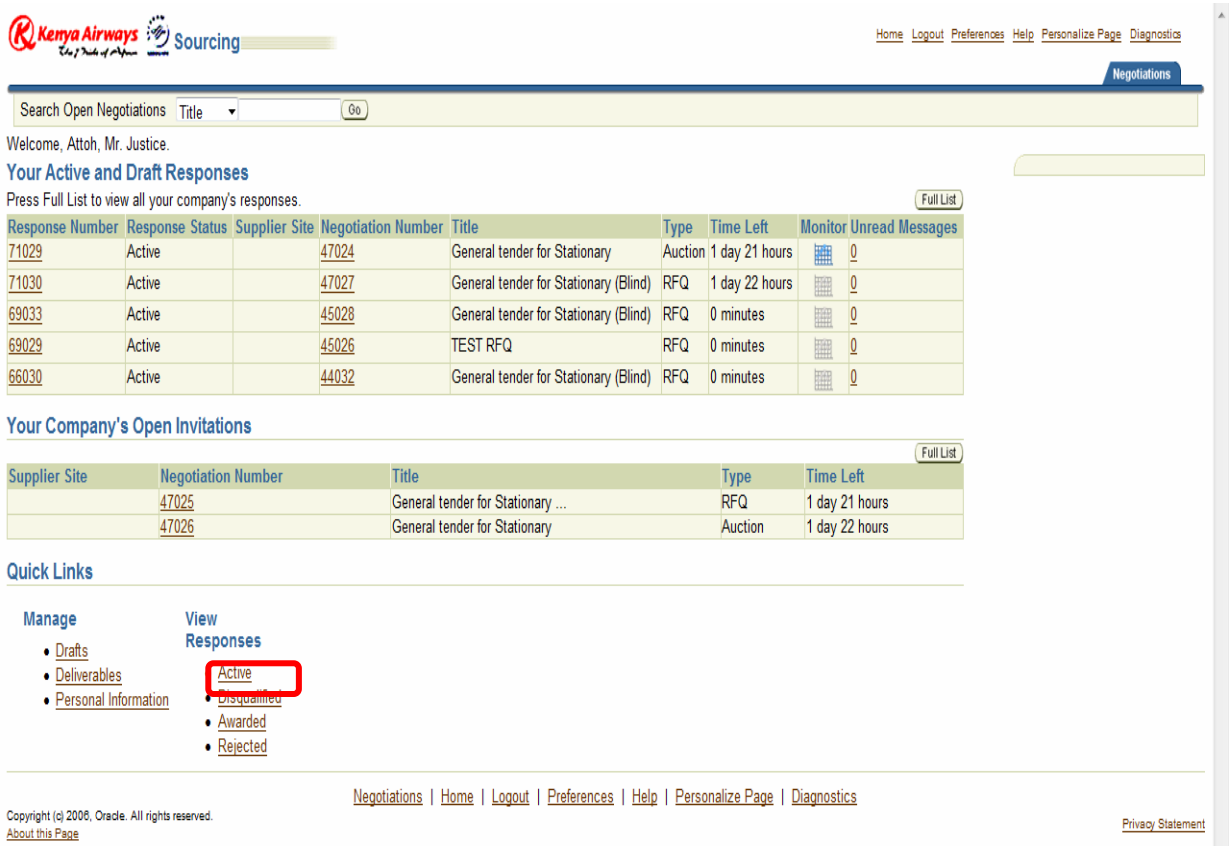
Kenya Airways
Sourcing
Home Logout Preferences Help Personalize Page Diagnostics
Negotiations
Negotiations > Active and Draft Responses >
Create Bid: 71032 (Auction 47024)
Cancel View Auction Monitor Auction Bid By Spreadsheet Save Draft Continue
Header
Title General tender for Stationary
Auction Currency KES
Bid Currency KES
Price Precision Any
Time Left 1 day 22 hours
Close Date 14-Sep-2011 12:43:12
Bid Valid Until
(example: 28-Aug-2011)
Reference Number
Note to Buyer
Attachments
Add Attachments
File Name Type Description Category Last Updated By Last Updated Usage Update Delete
No results found.
Attributes
Group Attribute Attribute Type Target Value Bid Value
General Staff Strengh Required 10
General Number of Outlets Required 5
Lines
Power Bid % Recalculate
Proxy Bid Decrement 5 %
Indicates more information requested. Click on the Update icon.
Line Update Ship-To Start Price Best Price Target Price Bid Price Proxy Minimum Unit Target Quantity Bid Quantity Promise Date
1 PEN,MAKER PERMANE... Goods Inwards Stores 10 8 EACH 1,000 1000 22-Sep-2011 07:38:40
Cancel View Auction Monitor Auction Bid By Spreadsheet Save Draft Continue
Negotiations | Home | Logout | Preferences | Help | Personalize Page | Diagnostics
About this Page

Figure 28

Viewing Active, Rejected, Awarded and Disqualified Response

Active Response

1. Click “Active” link in Quick links.


Kenya Airways
Sourcing
Home Logout Preferences Help Personalize Page Diagnostics
Negotiations
Search Open Negotiations Title Go
Welcome, Attoh, Mr. Justice.
Your Active and Draft Responses
Press Full List to view all your company's responses.
Full List
Response Number | Response Status | Supplier Site | Negotiation Number | Title | Type | Time Left | Monitor | Unread Messages
71029 | Active | 47024 | General tender for Stationary | Auction | 1 day 21 hours | 0
71030 | Active | 47027 | General tender for Stationary (Blind) | RFQ | 1 day 22 hours | 0
69033 | Active | 45028 | General tender for Stationary (Blind) | RFQ | 0 minutes | 0
69029 | Active | 45026 | TEST RFQ | RFQ | 0 minutes | 0
66030 | Active | 44032 | General tender for Stationary (Blind) | RFQ | 0 minutes | 0
Your Company's Open Invitations
Full List
Supplier Site | Negotiation Number | Title | Type | Time Left
47025 | General tender for Stationary ... | RFQ | 1 day 21 hours
47026 | General tender for Stationary | Auction | 1 day 22 hours
Quick Links
Manage
Drafts
Deliverables
Personal Information
View Responses
Active
Awarded
Rejected
Negotiations | Home | Logout | Preferences | Help | Personalize Page | Diagnostics
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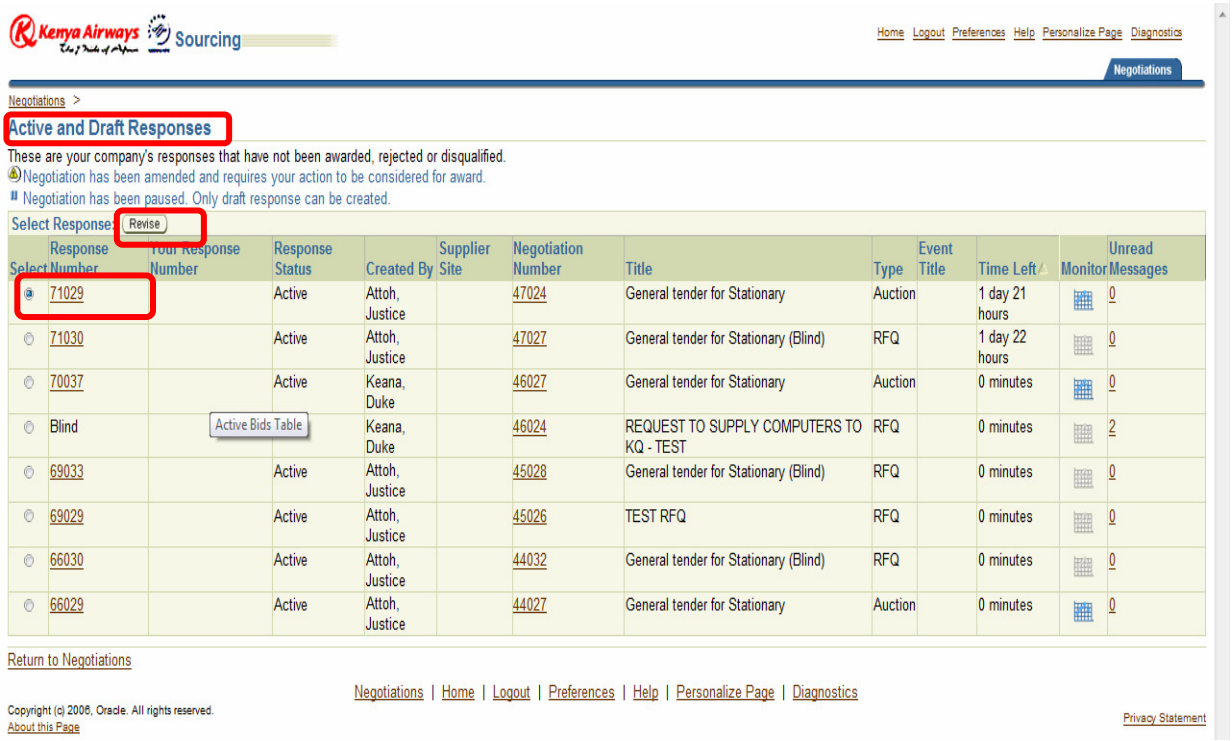
About this Page
Privacy Statement

Figure 29

If the negotiation is still “Open”, you can select your “Active” response and click Revise to update your information and submit a new response.

Note: Negotiation status is different from response status.

1. Select the Response you want to see.
2. Click Revise, if you want to revise your response and submit a new response.
3. Other processes are same as explained above.


Kenya Airways
Sourcing
Home Logout Preferences Help Personalize Page Diagnostics
Negotiations
Negotiations >
Active and Draft Responses
These are your company's responses that have not been awarded, rejected or disqualified.
Negotiation has been amended and requires your action to be considered for award.
Negotiation has been paused. Only draft response can be created.
Select Response: Revise
Select
Response Number
Your Response Number
Response Status
Created By
Supplier Site
Negotiation Number
Title
Type
Event Title
Time Left
Monitor
Unread Messages
71029 Active Attoh, Justice 47024 General tender for Stationary Auction 1 day 21 hours 0
71030 Active Attoh, Justice 47027 General tender for Stationary (Blind) RFQ 1 day 22 hours 0
70037 Active Keana, Duke 46027 General tender for Stationary Auction 0 minutes 0
Blind Active Bids Table Keana, Duke 46024 REQUEST TO SUPPLY COMPUTERS TO KQ - TEST RFQ 0 minutes 2
69033 Active Attoh, Justice 45028 General tender for Stationary (Blind) RFQ 0 minutes 0
69029 Active Attoh, Justice 45026 TEST RFQ RFQ 0 minutes 0
66030 Active Attoh, Justice 44032 General tender for Stationary (Blind) RFQ 0 minutes 0
66029 Active Attoh, Justice 44027 General tender for Stationary Auction 0 minutes 0
Return to Negotiations
Negotiations | Home | Logout | Preferences | Help | Personalize Page | Diagnostics
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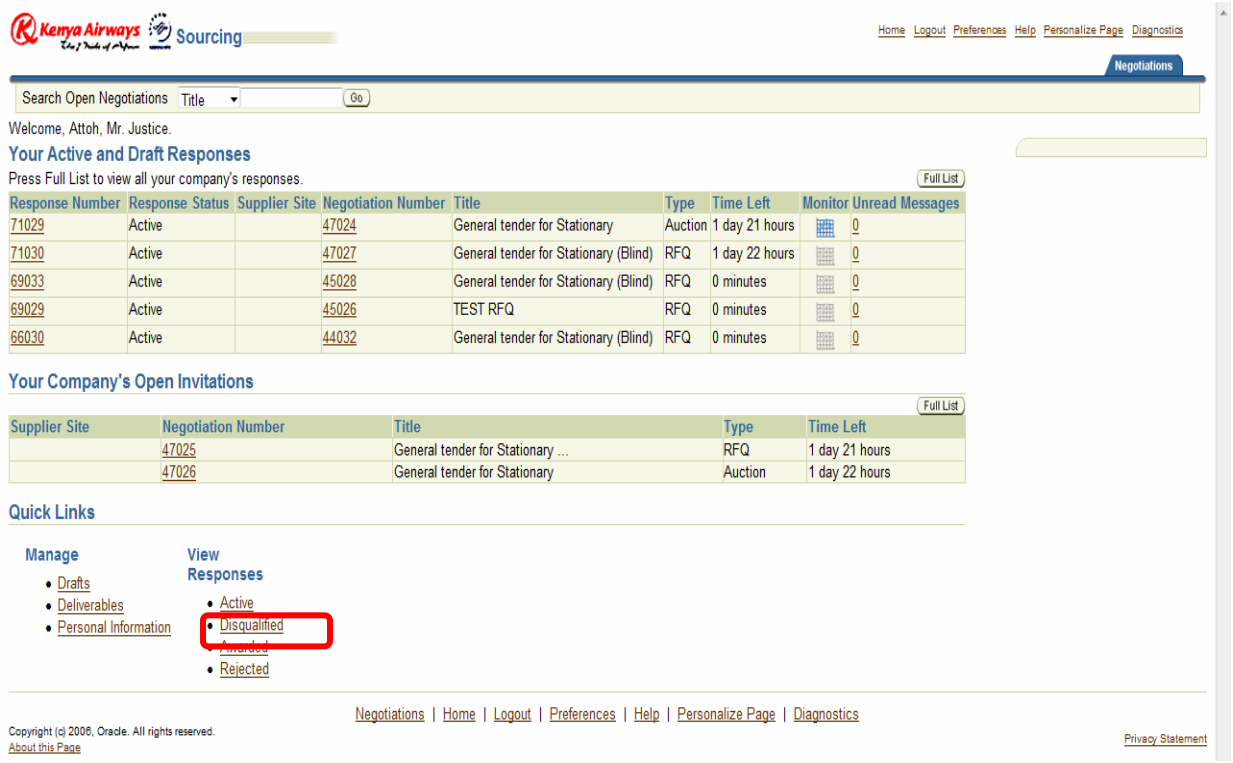
About this Page
Privacy Statement

Figure 30

Disqualified Response

Click “Disqualified” link in Quick links.


Kenya Airways
Sourcing
Home Logout Preferences Help Personalize Page Diagnostics
Negotiations
Search Open Negotiations Title Go
Welcome, Attoh, Mr. Justice.
Your Active and Draft Responses
Press Full List to view all your company's responses.
Full List
Response Number Response Status Supplier Site Negotiation Number Title Type Time Left Monitor Unread Messages
71029 Active 47024 General tender for Stationary Auction 1 day 21 hours 0
71030 Active 47027 General tender for Stationary (Blind) RFQ 1 day 22 hours 0
69033 Active 45028 General tender for Stationary (Blind) RFQ 0 minutes 0
69029 Active 45026 TEST RFQ RFQ 0 minutes 0
66030 Active 44032 General tender for Stationary (Blind) RFQ 0 minutes 0
Your Company's Open Invitations
Full List
Supplier Site Negotiation Number Title Type Time Left
47025 General tender for Stationary ... RFQ 1 day 21 hours
47026 General tender for Stationary Auction 1 day 22 hours
Quick Links
Manage
Drafts
Deliverables
Personal Information
View Responses
Active
Disqualified
Awarded
Rejected
Negotiations | Home | Logout | Preferences | Help | Personalize Page | Diagnostics
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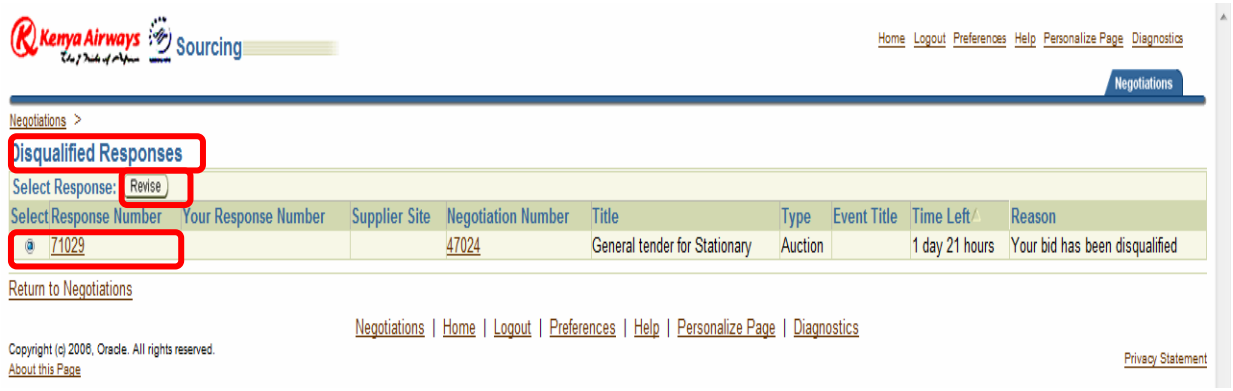
Privacy Statement

Figure 31

The **Disqualified Responses** page shows you all responses you have placed in any negotiation that have been disqualified by the customer.
If the negotiation is still open, you can select your response and click Revise to update your information and submit a new response.

1. Select the Response you want to see.
2. Click Revise, if you like to revise your response and submit a new response.
3. Other processes are same as explained above.


Kenya Airways
Sourcing
Home Logout Preferences Help Personalize Page Diagnostics
Negotiations
Negotiations >
Disqualified Responses
Select Response: Revise
Select Response Number | Your Response Number | Supplier Site | Negotiation Number | Title | Type | Event Title | Time Left | Reason
71029 | 47024 | General tender for Stationary | Auction | 1 day 21 hours | Your bid has been disqualified
Return to Negotiations
Negotiations | Home | Logout | Preferences | Help | Personalize Page | Diagnostics
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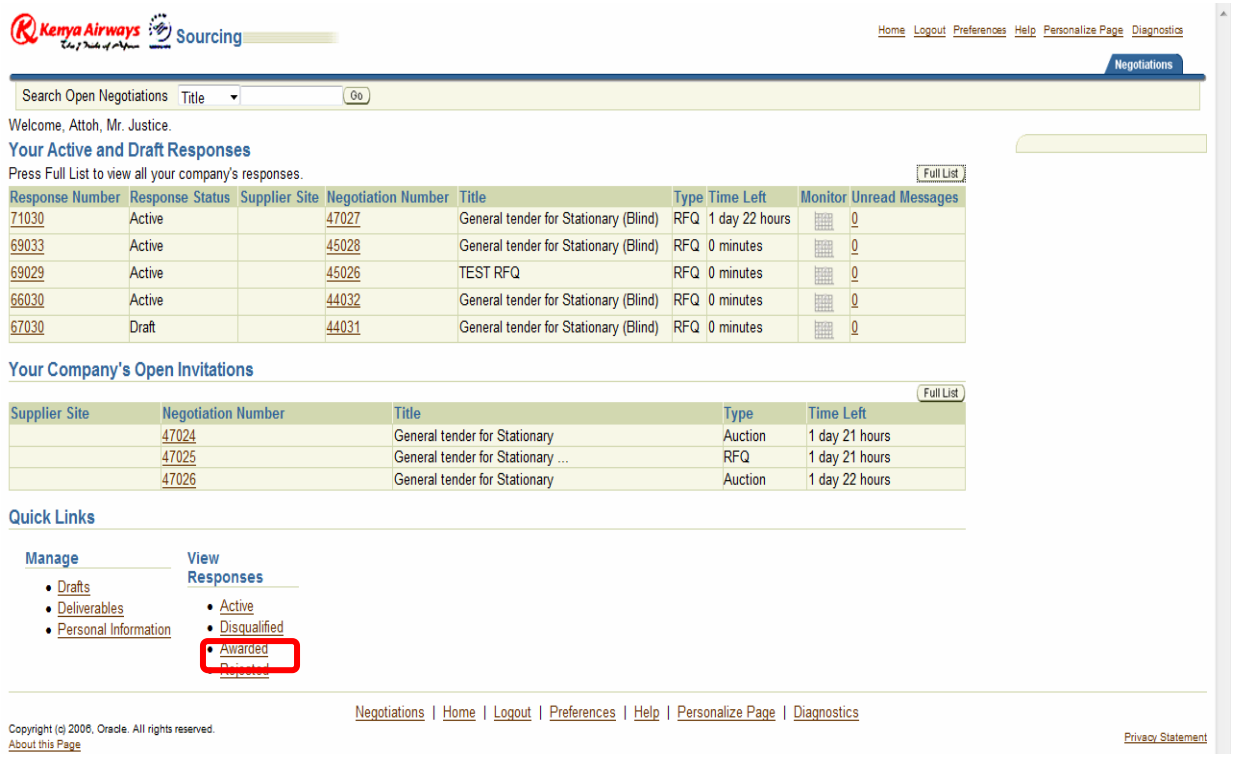
About this Page
Privacy Statement

Figure 32

Awarded

1. Click “Awarded” link in Quick links.


Kenya Airways
Sourcing
Home Logout Preferences Help Personalize Page Diagnostics
Negotiations
Search Open Negotiations Title Go
Welcome, Attoh, Mr. Justice.
Your Active and Draft Responses
Press Full List to view all your company's responses.
Full List
Response Number | Response Status | Supplier Site | Negotiation Number | Title | Type | Time Left | Monitor | Unread Messages
71030 | Active | 47027 | General tender for Stationary (Blind) | RFQ | 1 day 22 hours | 0
69033 | Active | 45028 | General tender for Stationary (Blind) | RFQ | 0 minutes | 0
69029 | Active | 45026 | TEST RFQ | RFQ | 0 minutes | 0
66030 | Active | 44032 | General tender for Stationary (Blind) | RFQ | 0 minutes | 0
67030 | Draft | 44031 | General tender for Stationary (Blind) | RFQ | 0 minutes | 0
Your Company's Open Invitations
Full List
Supplier Site | Negotiation Number | Title | Type | Time Left
47024 | General tender for Stationary | Auction | 1 day 21 hours
47025 | General tender for Stationary ... | RFQ | 1 day 21 hours
47026 | General tender for Stationary | Auction | 1 day 22 hours
Quick Links
Manage
Drafts
Deliverables
Personal Information
View Responses
Active
Disqualified
Awarded
Rejected
Negotiations | Home | Logout | Preferences | Help | Personalize Page | Diagnostics
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About this Page
Privacy Statement

Figure 33

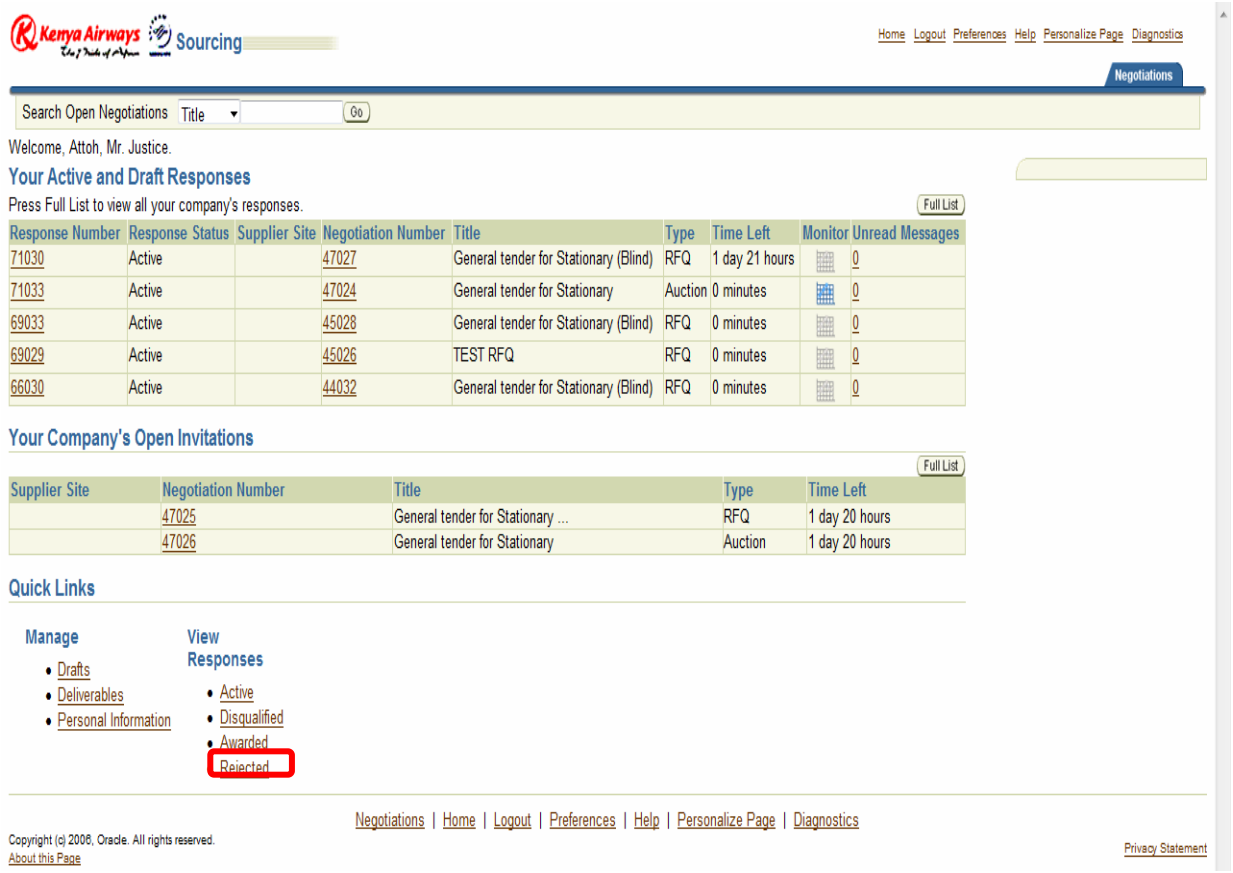
The **Awarded Items** page shows you all negotiation items for which you have been awarded business and also enables you to drill down for detailed

information about the negotiation items and your responses to them.

1. Find the Response you want to see.
2. You may see the purchase order created for your response
3. You may see the reason for the awarded tender.
4. Click the response number if you want to see its details.

Rejected

Click “Rejected” link in Quick links.


Kenya Airways
Sourcing
Home Logout Preferences Help Personalize Page Diagnostics
Negotiations
Search Open Negotiations Title Go
Welcome, Attoh, Mr. Justice.
Your Active and Draft Responses
Press Full List to view all your company's responses.
Full List
Response Number | Response Status | Supplier Site | Negotiation Number | Title | Type | Time Left | Monitor | Unread Messages
71030 | Active | 47027 | General tender for Stationary (Blind) | RFQ | 1 day 21 hours | 0
71033 | Active | 47024 | General tender for Stationary | Auction | 0 minutes | 0
69033 | Active | 45028 | General tender for Stationary (Blind) | RFQ | 0 minutes | 0
69029 | Active | 45026 | TEST RFQ | RFQ | 0 minutes | 0
66030 | Active | 44032 | General tender for Stationary (Blind) | RFQ | 0 minutes | 0
Your Company's Open Invitations
Full List
Supplier Site | Negotiation Number | Title | Type | Time Left
47025 | General tender for Stationary ... | RFQ | 1 day 20 hours
47026 | General tender for Stationary | Auction | 1 day 20 hours
Quick Links
Manage
Drafts
Deliverables
Personal Information
View Responses
Active
Disqualified
Awarded
Rejected
Negotiations | Home | Logout | Preferences | Help | Personalize Page | Diagnostics
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Privacy Statement

Figure 34

The **Rejected Items** page shows you all items for which you responded but were not awarded by the Customer and also enables you to drill down for detailed information about the negotiation and your responses to it.

1. Find the Response you want to see.

2. You may see the reason for rejection from customer.
3. You may click the response number if you want to see the details.